PROCESS DIRECTOR

User Guide for SAP GUI

Version: 7.2

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Introduction

About PROCESS DIRECTOR

PROCESS DIRECTOR by ReadSoft is an application running in SAP that can create, receive and process different types of business documents in SAP. It can also be accessed via a web browser interface (the PROCESS DIRECTOR Web Application).

PROCESS DIRECTOR improves your ability to optimize document-driven or request-driven processes in SAP. Document-driven processes are initiated by the need to process existing documents, usually from external sources. Examples of such documents are delivery notes, sales orders, remittance advices, etc. Request-driven processes are initiated by the need to process requests for action, usually from internal sources. Examples of such requests are purchase requisitions, changes to master data, corrections to FI postings, etc.

PROCESS DIRECTOR offers the following standard process types:

- Requisitions
- Goods Receipts
- Financial Postings
- Master Data Maintenance
- Customer Orders
- Payment Advices
- Payment Approvals
- Order Confirmations
- Accounts Payable
- Invoice Block and Cancelation
- Electronic Bank Statements

In addition, customers can configure their own process types.

About this guide

This guide is intended for users who are creating and processing PROCESS DIRECTOR documents in the SAP user interface. A separate guide is available for users of the Web Application.

Note: PROCESS DIRECTOR can be configured to meet individual customer requirements. This guide describes a typical PROCESS DIRECTOR installation and therefore the descriptions may not correspond exactly with your installation.

General information

The guide contains the following chapters which provide information relating to all process types:

- Getting started

  This chapter explains how to start PROCESS DIRECTOR and provides information about the user interface.

- Creating and editing documents

  This chapter briefly explains how to create, copy, edit and delete documents and how to assign documents to other users for processing. Detailed information on creating and editing documents for specific process types can be found in the chapter for the relevant process type.

- Messages, notes, texts and attachments

  This chapter explains how to work with messages, notes, texts and attachments, which provide additional information about documents.

- Checking and posting documents

  This chapter explains how to post documents to SAP and how to check documents to ensure that all information that is required for posting has been entered correctly in the document.

- Using workflows

  This chapter explains how to use workflows. With workflows, you can send documents electronically to other people in order to obtain or provide additional information, clarification and approval.

- Changing personal settings

  This chapter explains how to change your personal display settings and how to assign substitutes to take over your work while you are absent.

- Reference

  This chapter provides quick reference information, such as overviews of Application Toolbar buttons and keyboard shortcuts.

Process type specific information

The following chapters provide information relating to specific process types:

- Requisitions
- Goods Receipts
- Financial Postings
- Master Data Maintenance
- Customer Orders
- Payment Advices
- Payment Approvals
- Order Confirmations
- Accounts Payable
- Invoice Block and Cancelation
- Electronic Bank Statements

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 <>.

Getting started

This chapter explains how to start PROCESS DIRECTOR and provides information about the user interface.

Starting PROCESS DIRECTOR

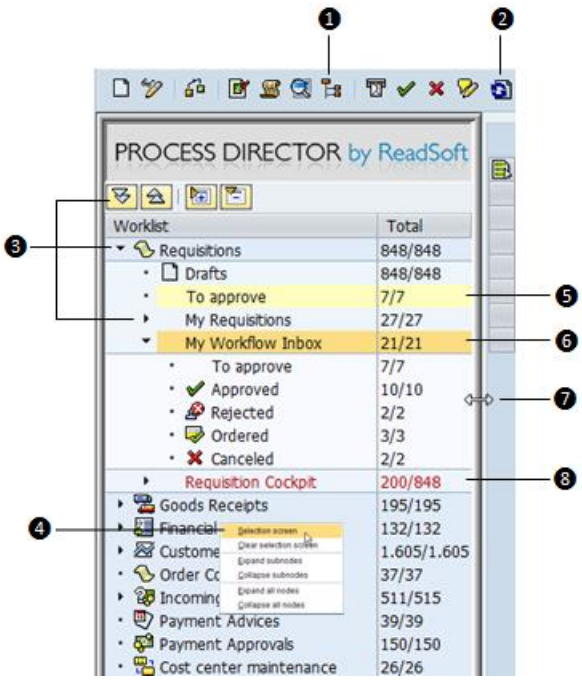
1. Log on to your SAP system as you normally would.

2. Enter the transaction code `/N/EBY/PD` and press ENTER.

The Worklist and an initial document list are displayed. Depending on your configuration, a selection may be displayed instead and you must first enter selection criteria.

Worklist

The Worklist is a navigation area that allows you to quickly view different categories of documents. The illustration here shows a sample PROCESS DIRECTOR installation; the categories in your installation may have different names and there may be more or less categories than shown here. Which categories you can see also depends on your user rights.



❶ Show or hide the Worklist

❷ Refresh the Worklist

This updates the Worklist, the document list and the document detail view with the latest changes. Note that changes to a document are not visible to others until the document is saved.

❸ Expand and collapse Worklist categories to show or hide subcategories

❹ Right-click to open the selection screen to filter the Worklist

❺ Previously selected Worklist category (light highlight)

❻ Currently selected Worklist category (dark highlight)

If you exit PROCESS DIRECTOR, the currently selected category will be displayed when you start the program again.

Note that you must *double-click* a category to display the documents in that category. If you single-click a category in the Worklist, that category is highlighted, but the documents of the previously selected category are still displayed in the document list. This is indicated by a lighter colored highlight in the Worklist. In the illustration, the category **My Workflow Inbox** is now selected, but the document list still displays documents in the category **To approve**.

❼ Resize the Worklist

Move the mouse over the right hand edge of the Worklist area until the cursor changes into a double-sided arrow, then click and drag to the desired size.

❽ Number of documents currently displayed in the Worklist category / Total number of documents available in this category

These numbers will differ, for example, if you have filtered the Worklist, or your administrator has set a limit on the number of documents that are displayed in this category. You can also set a limit on the number of documents to display in your personal settings.

The red highlight indicates that this category has been filtered.

Note that the number of documents in a Worklist category may or may not represent the sum of the number of documents in its subcategories, depending on how the Worklist is configured and on your user rights.

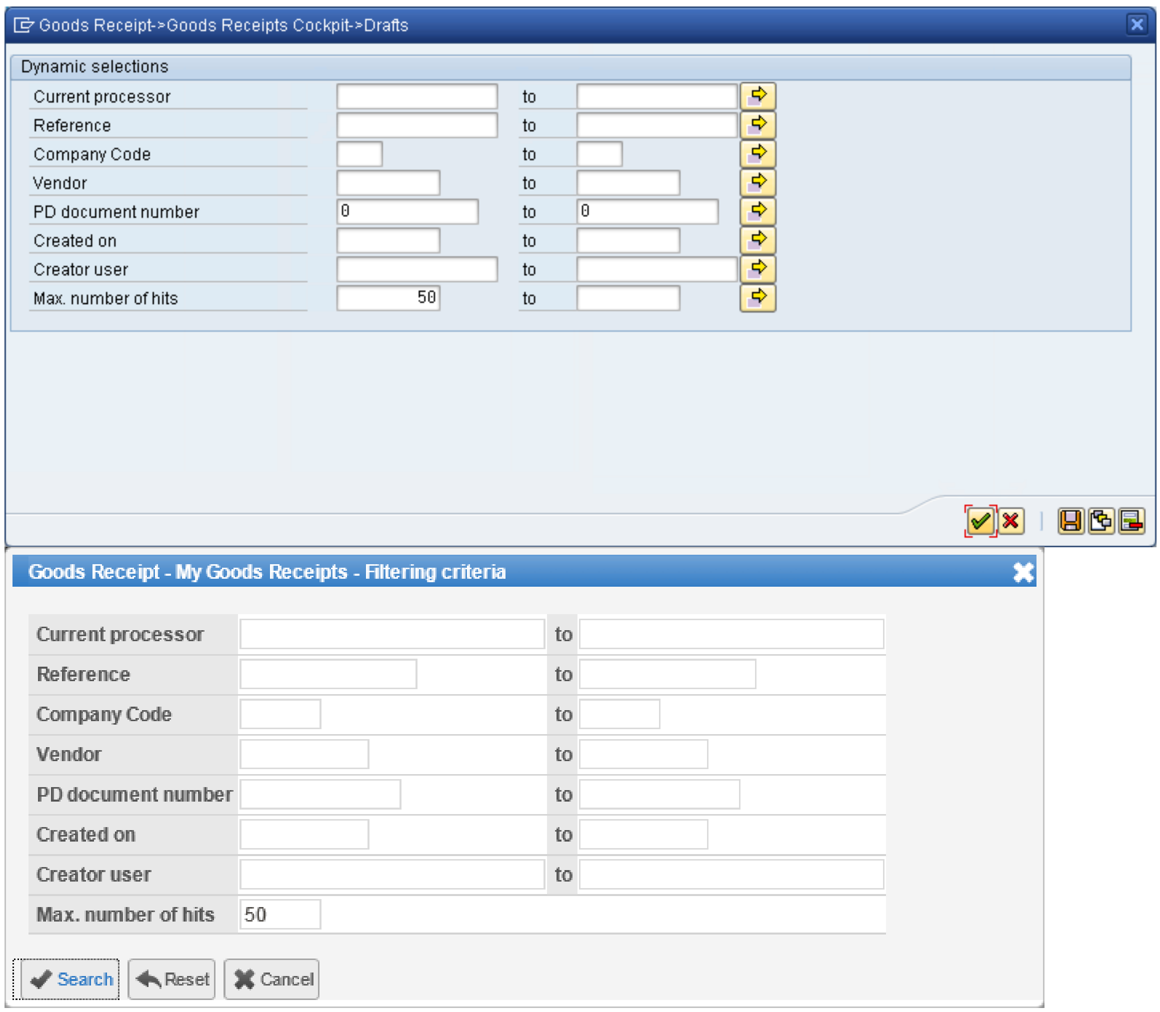
Worklist selection screen

You can use the Worklist selection screen to filter Worklist categories to display only documents that meet specific criteria. For example, you can filter a Worklist category to display only documents for a specific company or vendor, or only documents created within a specific time period. The filter criteria that are available are set by your system administrator. Different filter criteria may be available for different Worklist categories.

Adding a filter

1. Right-click the Worklist category that you want to filter and in the context menu, select **Selection screen**.

2. Enter your filter criteria.

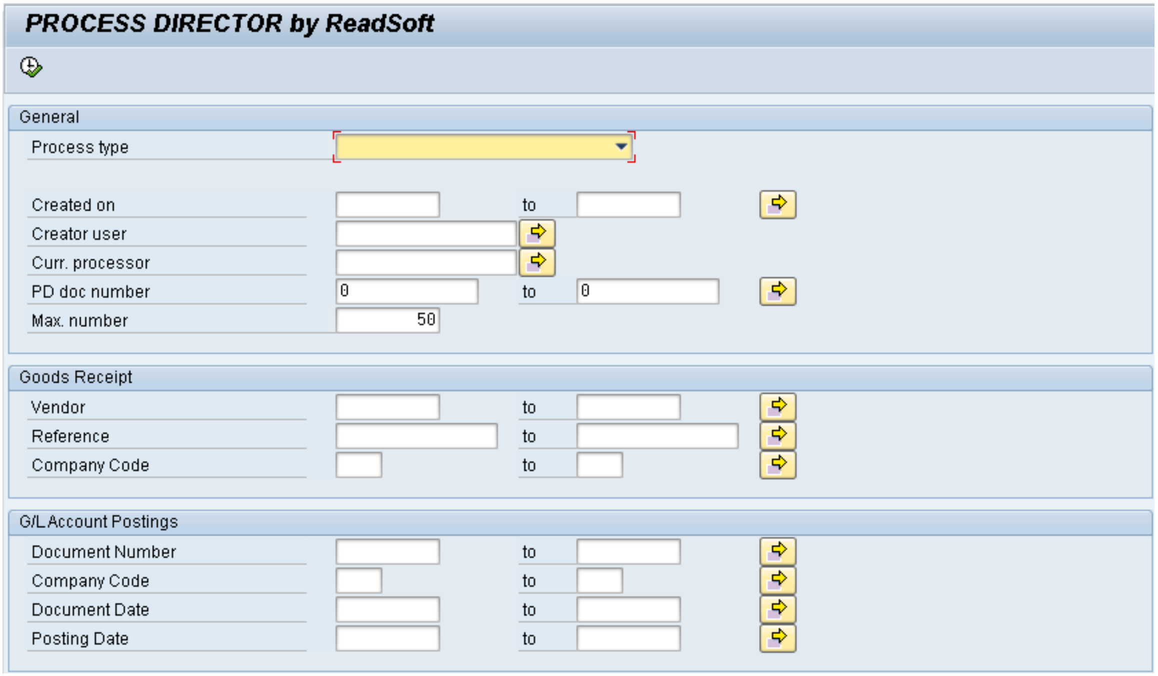


The **Max. number of hits** field enables you specify the maximum number of documents that should be displayed in the document list. You can specify a default value for this field in your personal settings.

Start-up selection screen

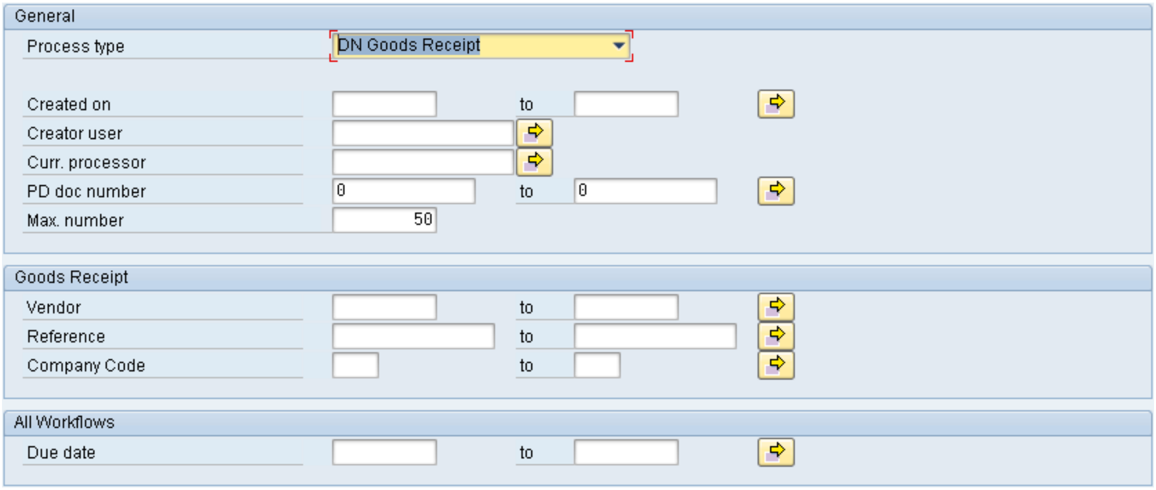
If your system has been configured accordingly, a selection screen is displayed instead of the Worklist when you start PROCESS DIRECTOR. You must first enter search criteria and execute the search. The Worklist then displays only documents that correspond to the entered search criteria.

The **General** section displays fields that apply to more than one document type. Depending on the configuration, the selection screen may also have sections with fields that apply only to specific document types.



Selection screen with general fields and fields specific to Goods Receipts and G/L Account Postings

If you select a specific document type in the **Process type** selection list, only fields that apply to that document type are displayed. Note that this may or may not include all fields in the **General** section, depending on the configuration. To display all fields again, select the blank entry in the **Process type** selection list.

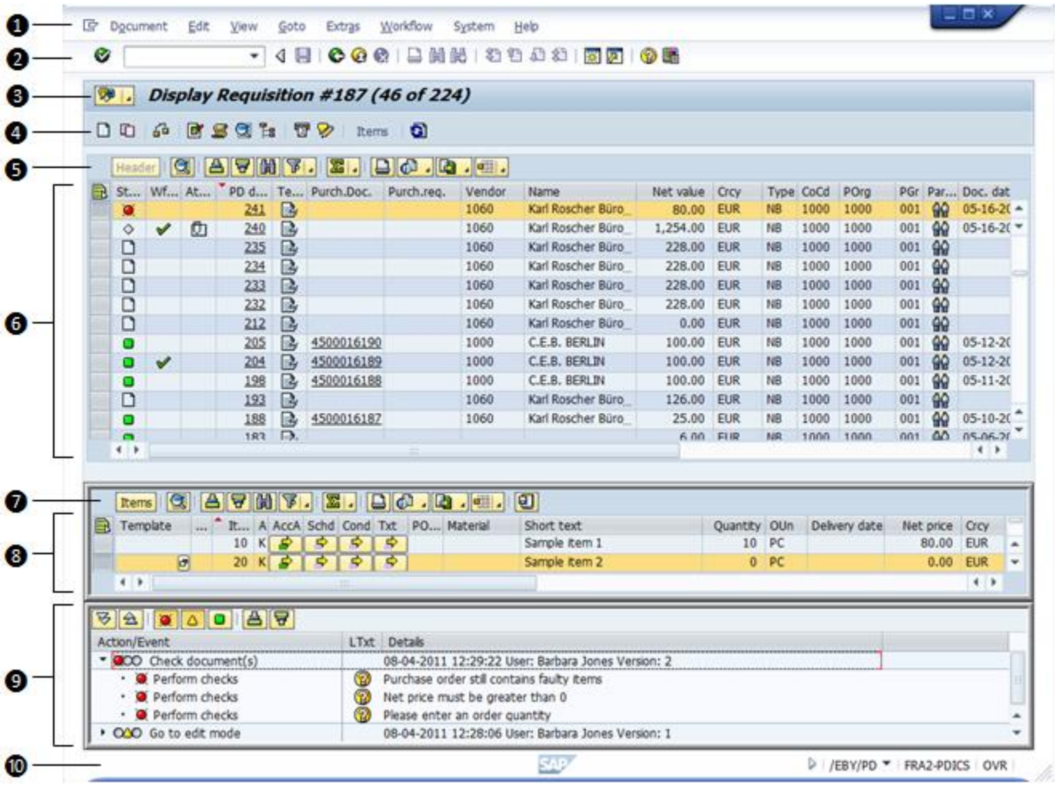


Enter your search criteria and click the **Execute** button.

Worklist categories that have been filtered in accordance with your search criteria are highlighted in red. If you selected a process type, only that process type is displayed in the Worklist.

Document list

When you double-click a category in the Worklist, PROCESS DIRECTOR displays a list of all documents in that category.



❶ PROCESS DIRECTOR menu bar

❷ SAP system toolbar

❸ SAP Services for Object menu

❹ PROCESS DIRECTOR Application toolbar

Note: The Application toolbar displays only those buttons that are relevant to the selected document(s) or Worklist category.

❺ SAP list toolbar (header data)

❻ Header data of PROCESS DIRECTOR documents

Click the underlined PROCESS DIRECTOR document number (column **PD doc. no.**) to view or edit a document's details.

❼ SAP list toolbar (line item data)

❽ Line items of the currently selected document

To hide or display line items, click the **Items** button on the Application Toolbar.

Depending on the process type, you may be able to display additional details, such as **PO items** for goods receipts or **Partners** for customer orders.

It is also possible to display the relations between PROCESS DIRECTOR documents and SAP documents in an additional grid in the document overview and document detail view.

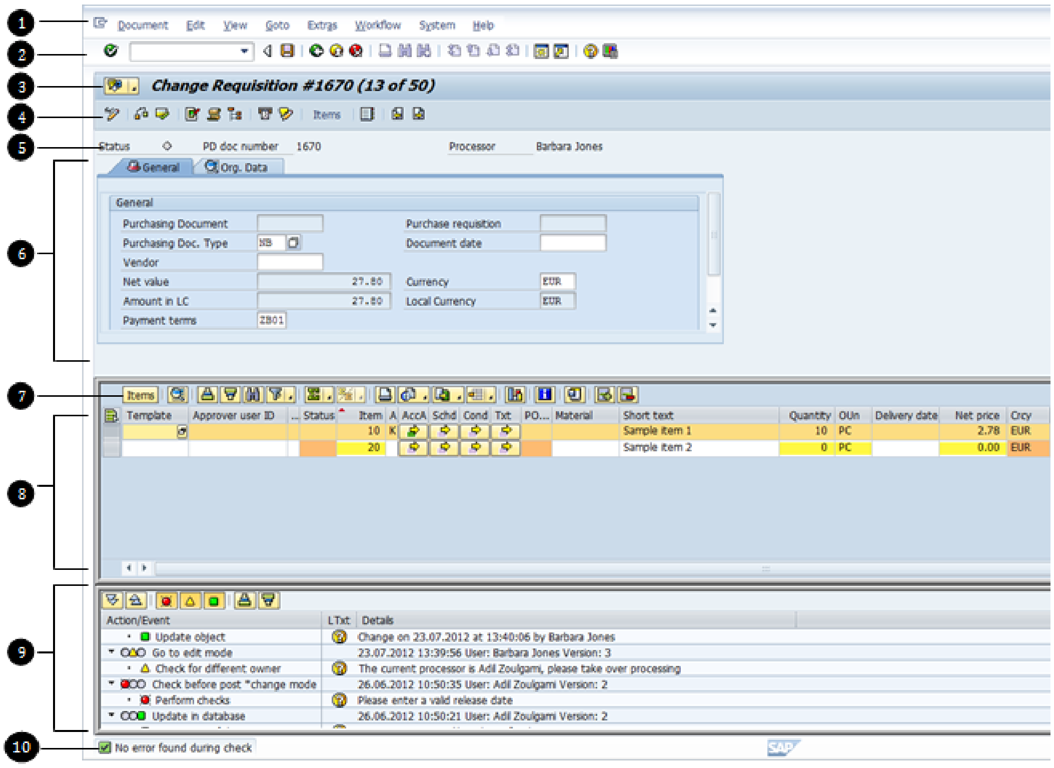
❾ System messages

To hide or display messages, click the **Messages** button on the Application Toolbar.

❿ Status bar

Document detail

The document detail view is where you create, edit and view document information. To open this view, click a PROCESS DIRECTOR document number in the document list (in the **PD doc. no.** column) or click the **Create** button to create a new document.



1 PROCESS DIRECTOR menu bar

2 SAP system toolbar

3 SAP Services for Object menu

4 PROCESS DIRECTOR Application Toolbar

5 Document status and workflow status

6 Tabs containing header data fields

7 SAP list toolbar (line item data)

8 Line items

To hide or display line items, click the **Items** button on the Application Toolbar.

Depending on the process type, you may be able to display additional details, such as **PO items** for goods receipts or **Partners** for customer orders.

It is also possible to display the relations between PROCESS DIRECTOR documents and SAP documents in an additional grid in the document overview and document detail view.

9 System messages

To hide or display messages, click the **Messages** button on the Application Toolbar.

10 Status bar

Document statuses

Note: The specific meaning of the document status may vary slightly depending on the process type. Move the mouse cursor over an icon in the document list to display a tooltip with the exact status description. Note that some statuses do not apply to all process types.

Icon	Status	Description
	New	The document has been created.
	Error	The document contains errors that prevent it from being posted.
	Warning	The document contains errors that do not prevent it from being posted.
	Ready for posting	The document does not contain any errors and can be posted to SAP.
	In workflow	The document is currently in a workflow.
	Posted	The document has been posted. **Note**: Posted documents cannot be changed.

	Cancelled	The document has been cancelled. Cancelled documents can no longer be edited.
	Rejected	The document has been rejected.
	Reversed	The document has been reversed. Reversed documents cannot be edited.

Workflow status icons

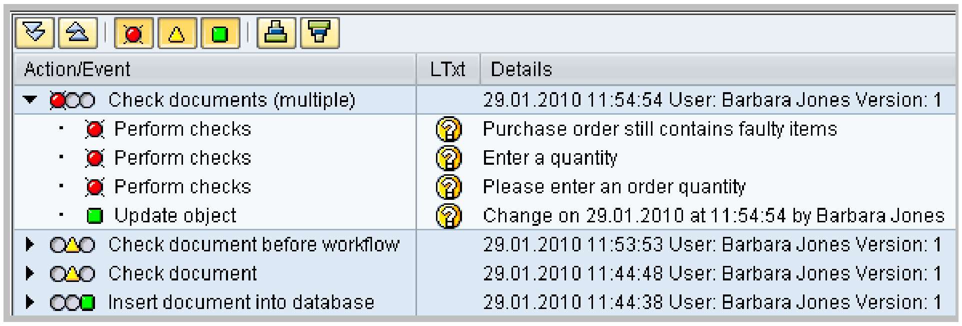
Icon	Status	Description
	Sent	The document has been sent to a workflow, but the recipient has not yet opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the **Sent** status is displayed when the recipient of the second step has not yet opened the document.
	In work	The document is currently in a workflow and the recipient has opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the **In work** status is displayed when the recipient of the second step has also opened the document.
	In workflow, the current processor is a substitute	The document is currently in a workflow. The current processor is processing the document in his capacity as substitute for the original processor.
	Overdue	The workflow or workflow step is overdue. The due date for processing is set in the workflow or workflow step settings.
	Approved	The document has been approved and is no longer in a workflow.

	Rejected	The document has been rejected and is no longer in a workflow.
	Partially approved	Some document items have been approved, others have been rejected. The document is no longer in a workflow.
	Recalled	The document has been recalled from a workflow. The workflow has been cancelled.
	Forwarded	The document has been forwarded to another user for processing.
	Query sent	A query about the document has been sent to another user.
	Query	A query about the document has been received from the workflow processor.
	Query answered (status for query sender)	A query has been answered. This status icon is displayed to the user who sent the query.
	Query answered (status for query recipient)	A query has been answered. This status is displayed to the person who received the query.

System messages

System messages are generated automatically by the system, for example, when you check or post a document or send a document to a workflow. System messages communicate the history of a document, including actions such as check and post, status changes, ownership changes, errors, and more. System messages include both actions taken by the system and actions taken by users. Based on these messages, you can make any necessary changes to the document before it is sent to a workflow or posted to SAP.

To view a document's system messages, click the **Show/hide messages** button on the Application Toolbar. Click the button again to hide the messages.



Each message line is a summary of the action or event.

- To view individual messages for each action, click the triangle icon next to the summary line.
- To view additional information about an individual message, click the icon.

The icons indicate whether the action was successful or not:

The action resulted in errors. Documents with errors cannot be posted to SAP.

The action resulted in warnings. Documents with warnings can be posted.

The action was successful.

Use the buttons above the message list to display, filter and sort the messages:

Display all messages for all actions.

Hide all messages; only message summary lines are displayed.

Show only error messages.

Show only warning messages.

Show only success messages.

Sort messages in ascending order (newest first).

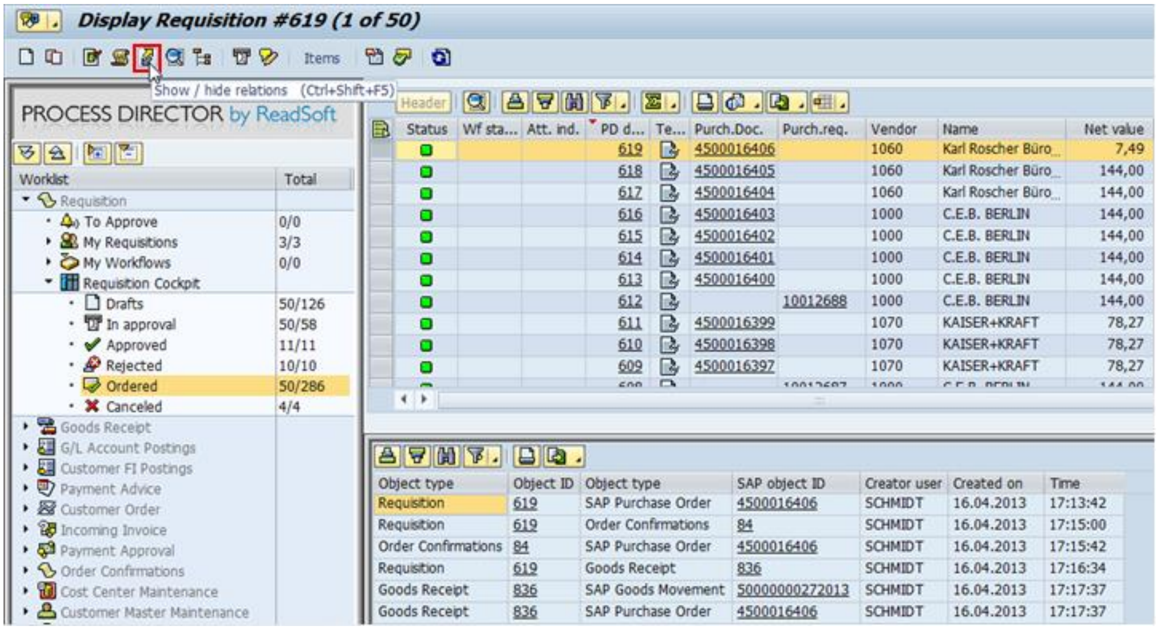
Sort messages in descending order (oldest first).

Tip: You can change the display settings for system messages. See Customizing the display for more information.

Document relations

It is possible to display the relations between PROCESS DIRECTOR documents and SAP documents in an additional grid in the document overview and document detail view. For example, if a requisition and a corresponding order confirmation and goods receipt have been created in PROCESS DIRECTOR and posted to SAP, the relations grid displays these PROCESS DIRECTOR documents and their corresponding SAP documents.

Click the **Show / hide relations** button to display the relations grid.



Creating and editing documents

This chapter briefly explains how to create, copy, edit and delete documents and how to assign documents to other users for processing. Detailed information on creating and editing documents for specific process types can be found in the chapter for the relevant process type.

Creating a document

Select the appropriate Worklist category, then click the **Create new document** button on the Application Toolbar.

Note: For document-driven process types it is not possible to create a new document. Documents for these process types are captured from external sources.

Creating a document from an external file

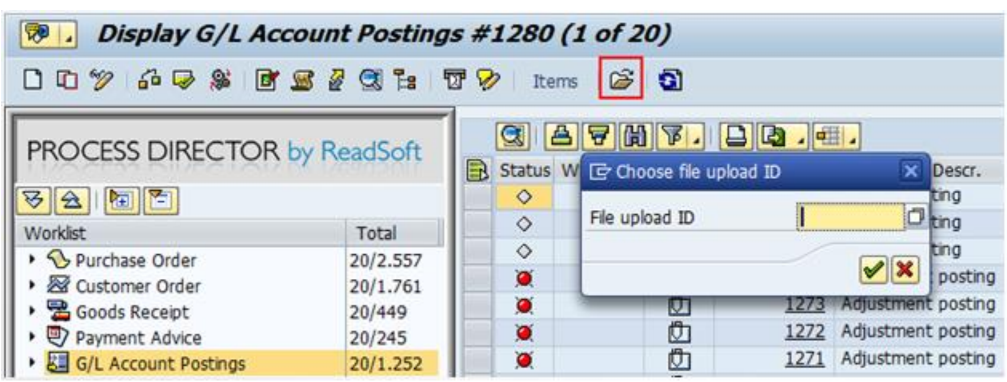
You can create new PROCESS DIRECTOR documents by uploading data from an external file. Both header and line item data can be uploaded.

The following external file formats are supported:

- ASC
- CVS
- TAB
- TXT
- XLS

Note: The system may be configured to upload only line items that fulfil certain conditions.

Click the **File upload from list** button to open the **Choose file upload ID** popup and upload an external file.



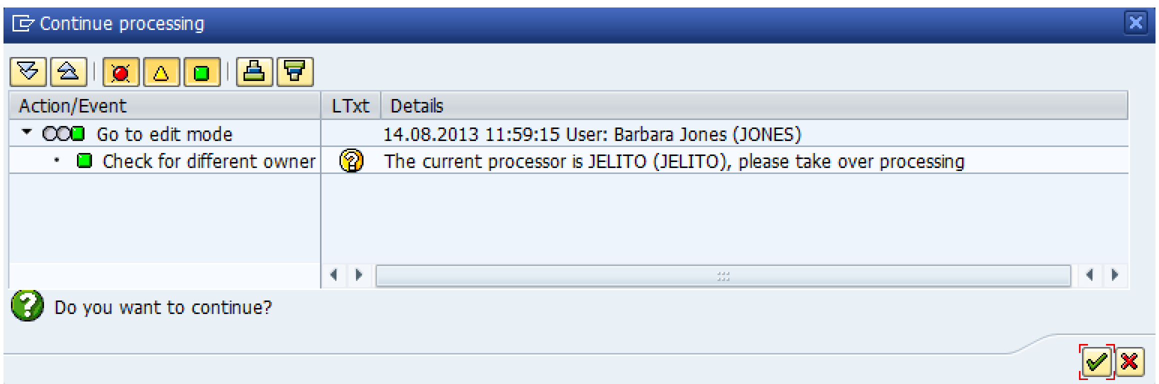
Editing a document

Note: You cannot edit documents that have been posted, that are assigned to a different user in a workflow, or that are currently being edited by another user.

1. Click the PROCESS DIRECTOR document number (**PD doc. no.**) in the document list view to open the document details. For process types that do not have a document detail view, highlight the document in the document list and make changes directly in the columns of the document list.

2. Click the **Display <-> Change** button on the Application Toolbar.

   If the document is currently assigned to a different user, the system displays a dialog box that shows which user is currently responsible for processing the document. To take over processing of the document from this user, click . This dialog box is not displayed if the document has been sent to you in a workflow; you can edit a document in a workflow without taking over processing.



3. Make any necessary changes.

4. Click the **Save** button on the SAP toolbar.

Uploading line items from an external file

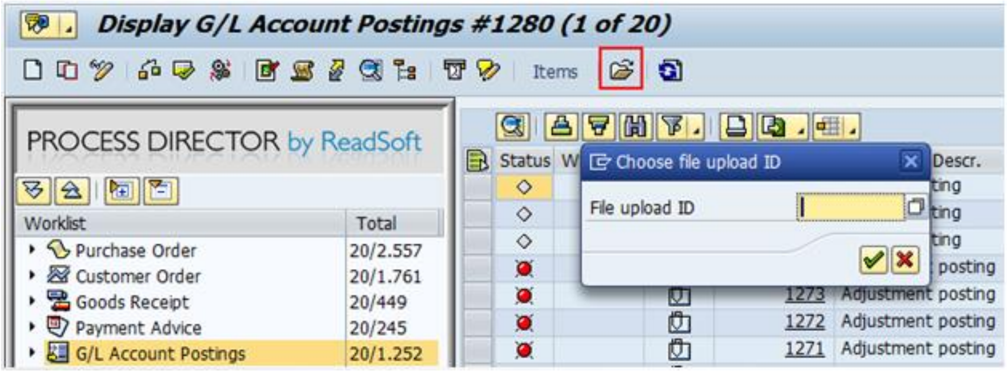
You can create new line items by uploading data from an external file.

The following are the supported formats for the external files:

- ASC
- CVS
- TAB
- TXT
- XLS

It is also possible to define conditions for each logical level: a data line in the file will be considered valid only if the conditions are fulfilled.

Click the **File upload from list** button to open the **Choose file upload ID** popup and upload an external file.



Using entry templates

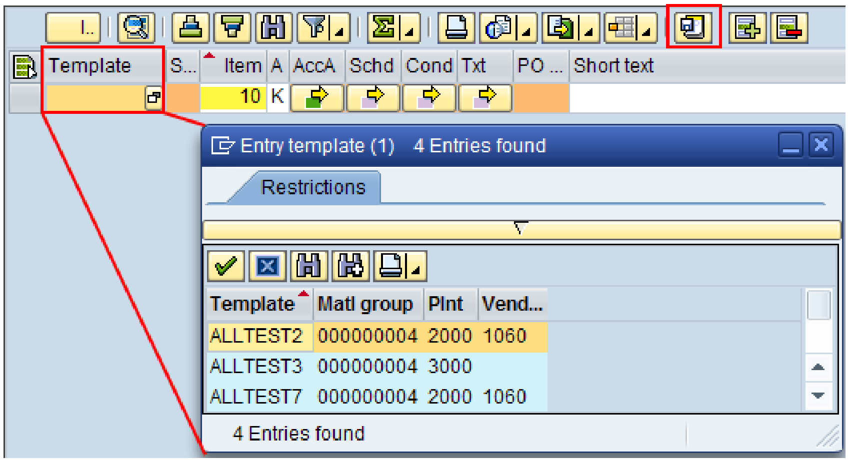
If entry templates have been configured in your system, you can use these templates to speed up data entry. Entry templates contain pre-defined fields, such as the vendor, material group, plant, etc. When you select an entry template, these predefined fields are automatically filled with the values defined in the template.

System templates are created and maintained centrally and are available to all users. If entry template maintenance has been configured, you can also create your own templates for your personal use. You cannot specify which fields are defined in the template, but you can add your own values to the template fields.

Using an existing entry template

If entry templates have been configured in the system Customizing, a **Template** field is displayed. The example below shows a template field for line items. Templates may be also be available for other types of data (header data, account assignments, partners, etc).

1. Enter the name of the template or use search help to select a template.



2. Click ✔ to add the values defined in the template to the relevant fields of your document.

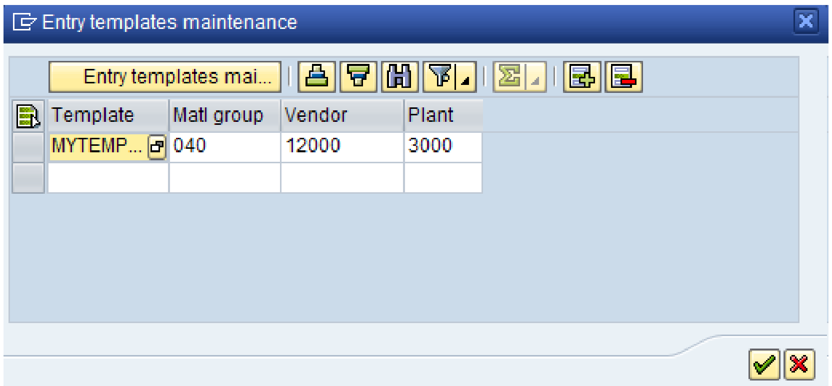
Creating and editing entry templates

If entry template maintenance has been configured in the system Customizing, a **Maintain entry templates** button is displayed on the appropriate toolbar (in this example, the line items toolbar).

1. Click the **Maintain entry templates** button.

2. Click the **New line** button to create a new template.

3. Enter a name for the template and enter the values in the template fields.



   To delete a template, select it and click the **Delete line** button. Click the checkbox at the top of the list to select all templates.

4. Click to save your changes.

Copying a document

If you often order a similar set of items with similar accounting information, copying an existing document with these items will save you time.

Note: For document-driven process types it is not possible to copy a document. Documents for these process types are captured from external sources.

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Click the **Copy document** button on the Application Toolbar.

   A new document containing the same information as the copied document opens.

3. Make any necessary changes and save the document.

Note: Depending on your system configuration, texts from the original document may also be copied. The configuration also determines which fields are copied.

Deleting a document

The system configuration determines under which circumstances you can delete documents, or if you are allowed to delete documents at all. For example, it may not be possible to delete posted documents, or documents that are currently being processed by another user.

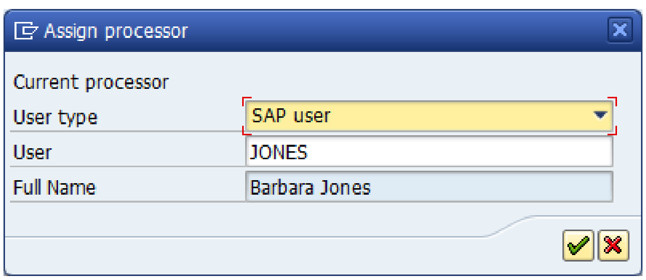
1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Document > Delete**.
3. Click to confirm the deletion.

Assigning a document to another user

You can assign documents to another user in order that this user can view and process the document.

Note: This is not the same as assigning a document to a user in a workflow.

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Extras > Assign processor**.



3. Select the **User type** first. This will enable you to search for users of this type in the **ID** and **Full Name** fields.
4. Fill in the fields and click .

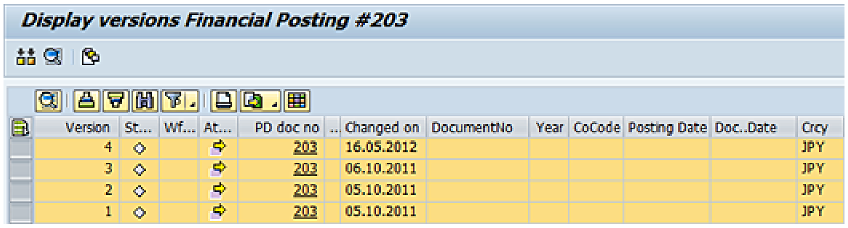
Note: The selected processor must have the required rights to process the document.

Viewing document versions

Whenever you change and save a document, a version is saved. You can view any previous version of a document, and also compare versions to see what is different between them. This allows you to see exactly what has changed, including which field values have been modified.

1. In the document overview, select the document.
2. Select the menu item **Go to > Display versions**.

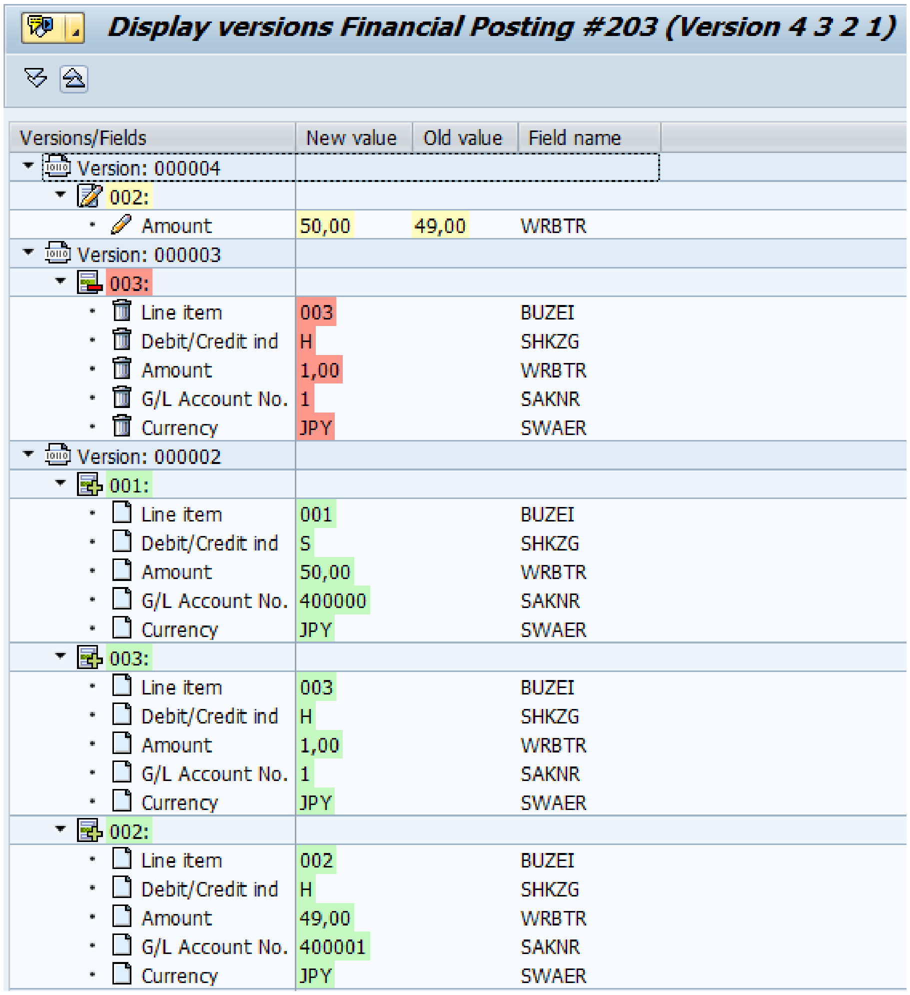
   An overview of all versions of the document is displayed.



3. Select the versions to view or display:

   - To view a document version, select the document in the document list and click the button.
   - To compare document versions, select the documents and click the button.
   - With the button, you can toggle the display of line items in the overview for a single selected document. The line item area displays only line items of a single version. To view changes to line items from one version to another, use the button.

The version details are displayed.



Note that the oldest version that forms the basis for comparison is not displayed (in this case Version 1).

- Changed data is highlighted yellow.
- Added data is highlighted green.
- Deleted data is highlighted red.

In this example, three new line items were added to Version 2 of the document. In Version 3, line item 003 was deleted. In Version 4, a value in line item 002 was changed.

Messages, notes, texts and attachments

You can supplement the information contained in your PROCESS DIRECTOR documents using messages, notes, texts and attachments.

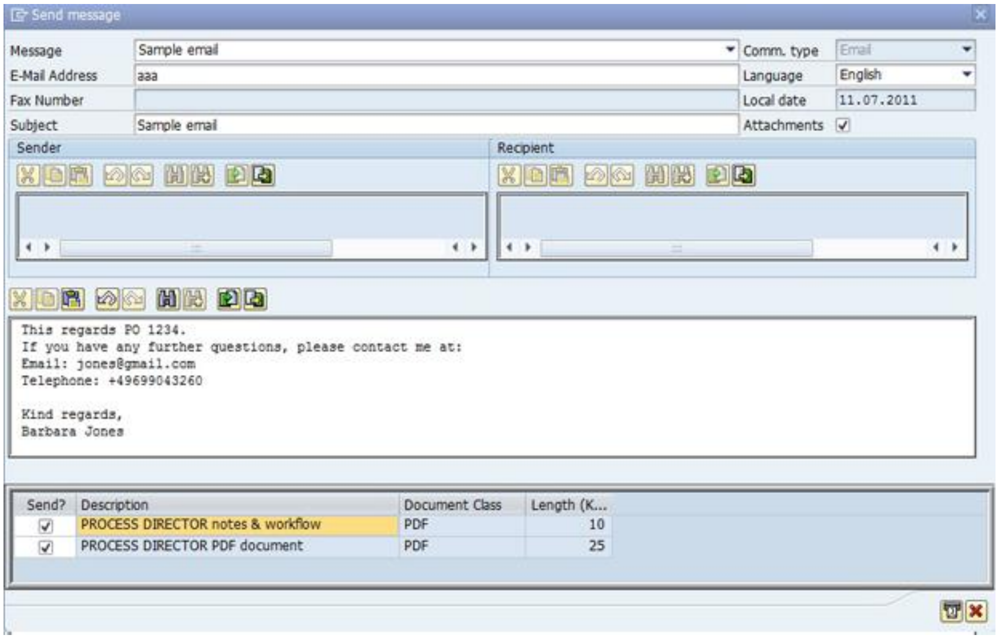
- Messages can be sent to people within your organization or to people outside your organization, such as vendors.
- Notes are used only for communication within PROCESS DIRECTOR and are not transferred to the SAP document.
- Texts are transferred to the corresponding SAP document when the document is posted in SAP.
- Attachments enable you to make information contained within external files directly available in PROCESS DIRECTOR.

Sending messages

You can send internal messages to people within your organization or external messages to people outside your organization, such as vendors. When creating your messages, you can use predefined, standard texts and change them if necessary.

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Goto > Send message**.
3. Select **External message** or **Internal message**.

The **Send message** dialog is displayed.



4. In the **Message** list, select the predefined message that you want to use. The subject and text are inserted in your message. The communication type - **Email**, **Fax** or **Fax/print letter** - is automatically set.

5. Enter the recipient's email address or fax number. For **Fax** and **Fax/print letter**, you can enter the sender and recipient addresses, if these are not automatically entered.

6. Select a language and make any necessary changes to the text.

7. To send attachments with the message, select the **Attachments** check box at the top right of the dialog and then select the attachments, which are displayed at the bottom of the dialog. See Adding attachments for information on adding attachments to a document.

8. Click the button at the bottom of the dialog: **Send email**, **Send fax** or **Print** (depending on the selected communication type).

Adding and viewing notes

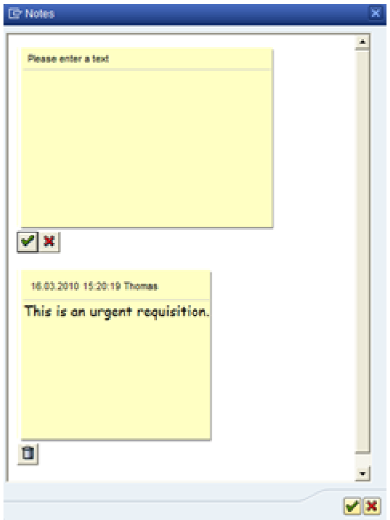
You can add notes to documents to communicate with other PROCESS DIRECTOR users, for example, to communicate problems, ask questions or provide information. Notes are used only for communication within PROCESS DIRECTOR and are not transferred to the SAP document, but are archived separately in a PDF file when the SAP document is posted. Notes are displayed in chronological order (newest first).

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

To view or add notes:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Click the **Add notes** button on the Application toolbar.



3. Enter text in the **Please enter a text** box and click underneath the note.

   To delete a note, click the Delete button underneath the note.

4. Click at the bottom of the dialog to save the notes. You cannot delete or edit notes after you have saved them.

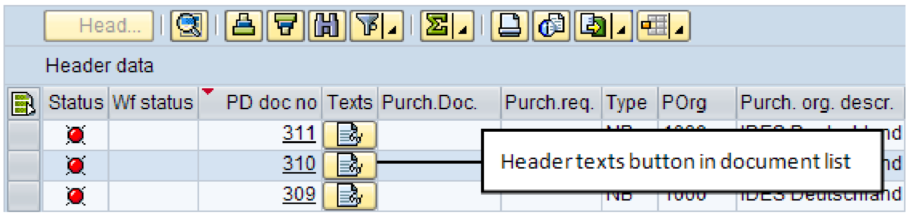
Adding and viewing texts

For some process types, you can add additional informational texts to the header data or to individual line items of your document. Texts are transferred to the corresponding SAP document when the document is posted in SAP.

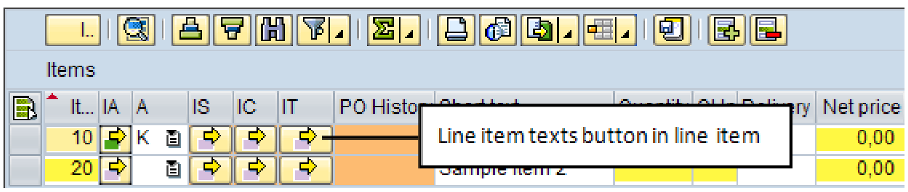
1. If necessary, click the **Display > Change** button to switch to edit mode.

2. To add texts, click one of the following buttons:

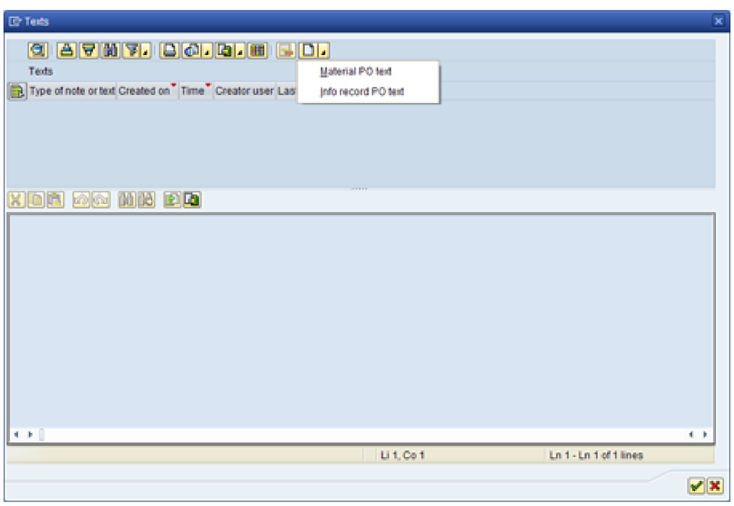
   - The Texts button in the document list to add header data texts:



   - The Texts button in the line items area to add line item texts:



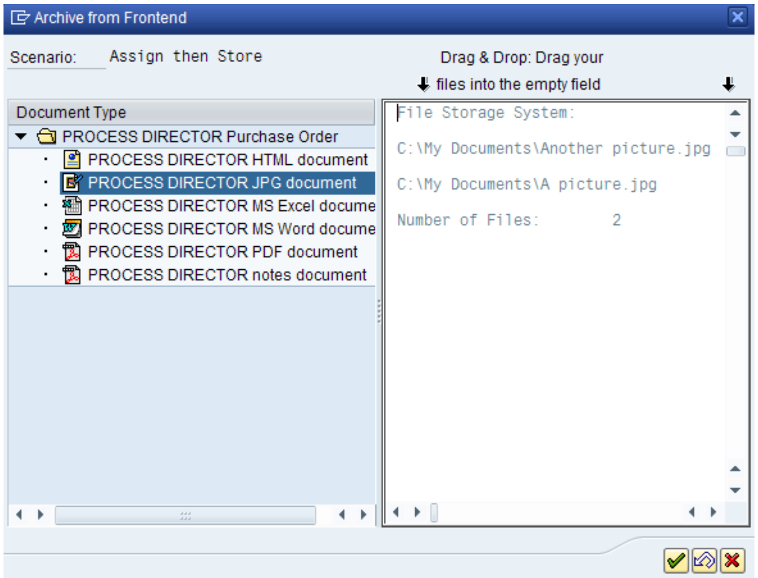
3. In the **Texts** dialog, click the arrow next to the **New text** button and select an entry to indicate what the text refers to.



4. Enter the text and click .

Adding and viewing attachments

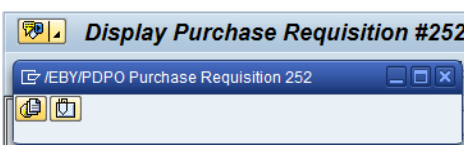
You can attach files to documents to provide additional information. Which types of files you can attach depends on your system configuration. The permitted file types are displayed in the **Archive from Frontend** dialog when you attach a file:



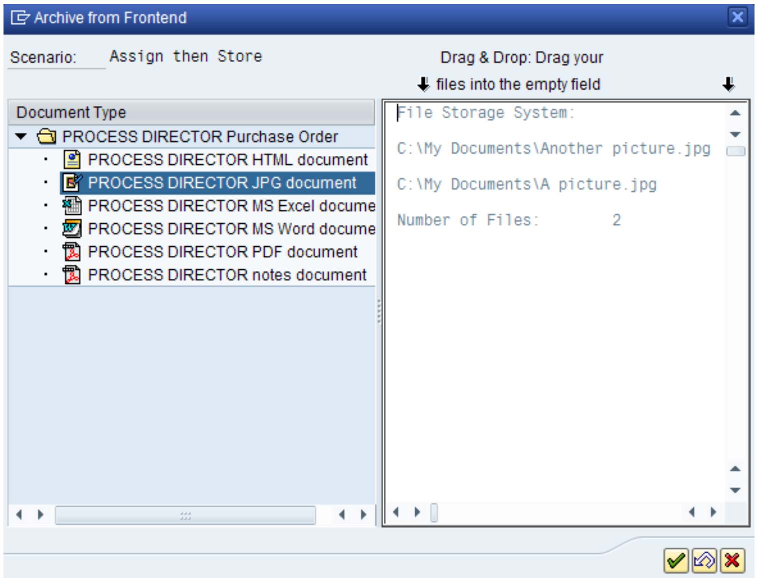
Adding attachments

1. Either select the document from your document list (by highlighting the row) or go to the document's detail view (by clicking the document number).

2. Click the **Services for Object** button and then the **Store business document** button.



The **Archive from Frontend** dialog box is displayed.



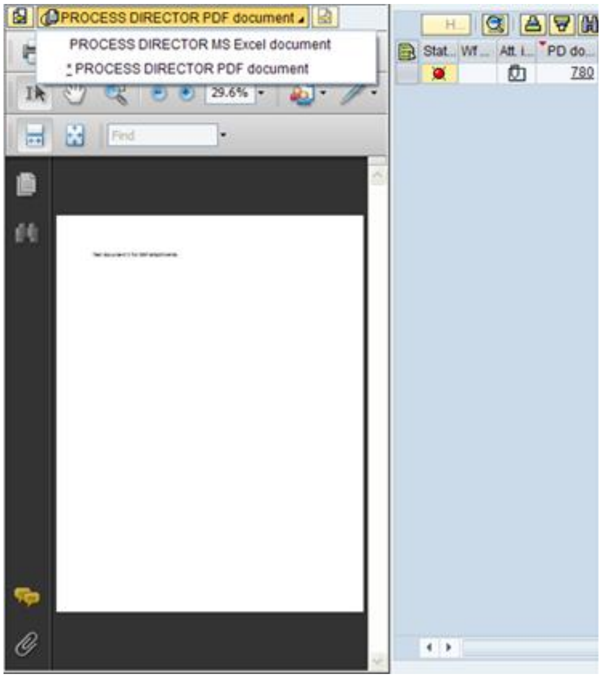
3. Select the file type that you want to attach. Which types of files you can attach depends on your system configuration.

4. Go to your file storage system (such as Windows Explorer), then select and drag one or more files into the empty field on the right of the dialog.

5. Click .

Viewing attachments

1. Click the **Show/Hide Attachments** button on the Application Toolbar. The document viewer is displayed.



2. Select the document that you want to view.

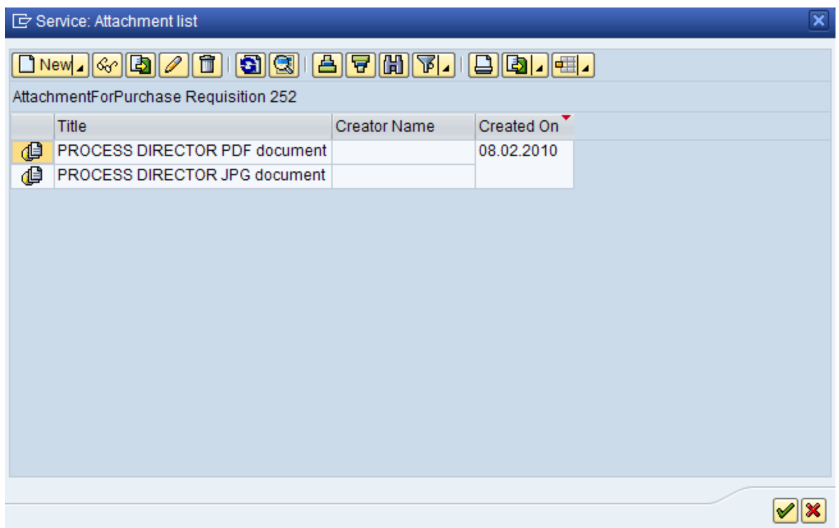
Some documents, such as images, are displayed directly in the document viewer. Others, such as Microsoft Office documents, must be opened in the application with which they were created.

Tip: In your personal settings, you can specify where on the screen attachments should be displayed. See Customizing the display for more information.

Deleting attachments

1. Click the **Services for Object** button and then the **Attachment list** button.

The **Service: Attachment list** dialog is displayed.



2. Select the attachment and click the **Delete** button.

3. Click .

Checking and posting documents

This chapter explains how to post documents to SAP and how to check documents to ensure that all information that is required for posting has been entered correctly. PROCESS DIRECTOR performs all standard SAP checks before posting documents; your system may perform other additional checks as well.

Checking a document

PROCESS DIRECTOR automatically runs checks on a document when it is posted, but you can also run these checks manually before posting.

To check a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Check** button on the Application toolbar.

Note: Depending on your configuration, when you check a PROCESS DIRECTOR requisition, you may have to specify whether a purchase order, a single purchase requisition, or multiple SAP purchase requisitions should be created in SAP. Your choice influences which checks are performed.

PROCESS DIRECTOR performs a series of check actions, which assess the correctness and completeness of the document data to determine whether a corresponding document can be created in the SAP system.

PROCESS DIRECTOR generates messages when it checks the document. These messages communicate any errors or warnings that may arise and also inform you of successful events. Based on these messages, you can make any necessary changes to the document before it is posted. See System messages for more information.

If the checks determine that a document is free from error, **No error found during check** is displayed in the status bar. The document status changes to which indicates that there are no errors and the document can be posted.

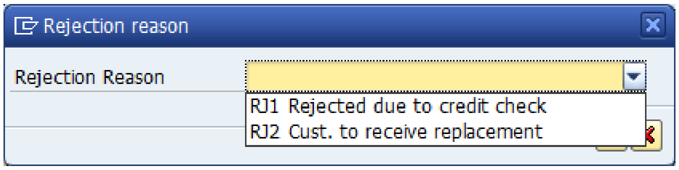
Rejecting a document

Depending on your system configuration, you may be able to reject documents that have not yet been posted.

Note: This is not the same as rejecting a document in workflow.

To reject a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Document > Reject**.
3. Depending on the system configuration, you may need to add a note or specify a rejection reason.



4. Confirm the deletion.

The document status changes to **Rejected**.

Posting a document

Posting a document creates a corresponding document in SAP based on the current PROCESS DIRECTOR document. Before posting, PROCESS DIRECTOR performs checks to determine whether an SAP document can be created based on the information in the PROCESS DIRECTOR document.

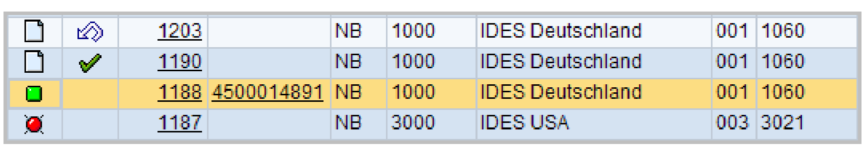
You can post a document when it has the following statuses:

- Contains warnings, can be posted
- No errors, can be posted

To post a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Post** button on the Application Toolbar.

The status changes to **Posted** and the SAP document number now appears in the PROCESS DIRECTOR document. Depending on your configuration, an email may be sent to the person who created the document to inform them that it has been posted.



		1203		NB	1000	IDES Deutschland	001	1060
		1190		NB	1000	IDES Deutschland	001	1060
		1188	4500014891	NB	1000	IDES Deutschland	001	1060
		1187		NB	3000	IDES USA	003	3021

If errors occurred and the document could not be posted, PROCESS DIRECTOR displays corresponding messages so that you can identify and correct the error. See System messages for more information.

Note: Depending on your configuration, when you post a PROCESS DIRECTOR requisition, you may have to specify whether a purchase order, a single purchase requisition, or multiple purchase requisitions should be created in SAP.

Posting via an SAP transaction

If your system has been configured accordingly, you can post documents via an SAP transaction. In contrast to the **Post** command, the **Post via transaction** command does not automatically post the document, but displays a specific SAP transaction, in which you can then make changes and post the document from within SAP.

All data from the PROCESS DIRECTOR document is transferred to the SAP transaction, and any changes you make in SAP are also transferred to PROCESS DIRECTOR when you post the document in SAP.

To post a document via an SAP transaction:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Click the **Execute** button on the Application Toolbar (this corresponds to the menu item **Document > Post via transaction**).

The appropriate SAP transaction is displayed. Which transaction this is depends on the process type and how PROCESS DIRECTOR is configured.

Linking a document to an existing SAP document

Instead of posting a PROCESS DIRECTOR document to SAP, you can link an unposted PROCESS DIRECTOR document to an existing SAP document.

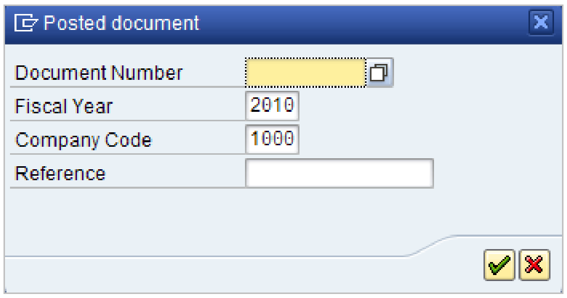
Note: Linking to existing SAP documents is not possible for all process types.

To link to an existing SAP document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Select the menu item **Document > Link to SAP document**.

   A dialog box opens in which you can enter the SAP document number. Which fields appear in this dialog depends on the process type.

3. Enter the SAP document number or use search help to find the document, then click .

The SAP document number is entered in the PROCESS DIRECTOR document and the document status is set to **Posted** .

Reversing a document

PROCESS DIRECTOR allows you to reverse a document after it has been posted.

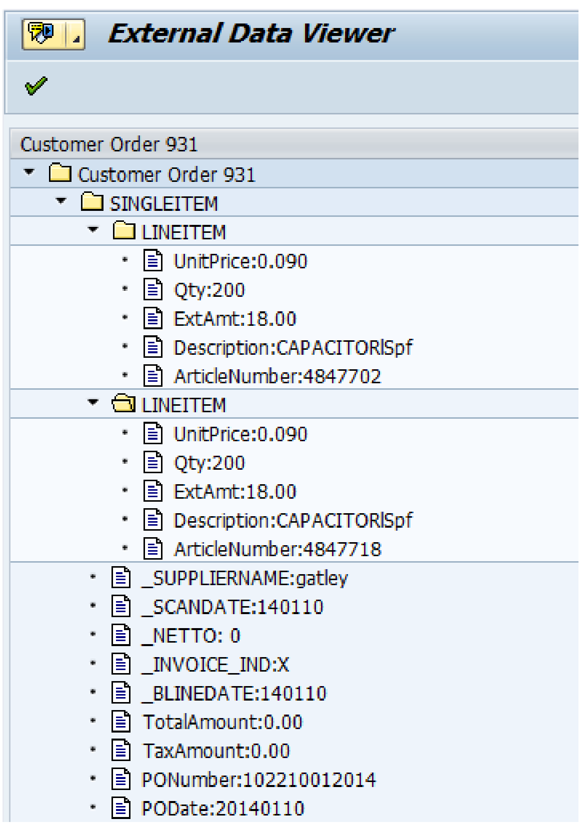
To reverse a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Document > Reverse**.
3. Specify the reversal reason and date.
4. The document status changes to , which indicates that the document has been reversed.

Displaying external data

PROCESS DIRECTOR allows you to display the external data for posted documents.

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Goto > External data**.



Using workflows

This chapter explains how to use workflows. With workflows, you can 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.

Note: Workflows can only be used if you have a workflow license.

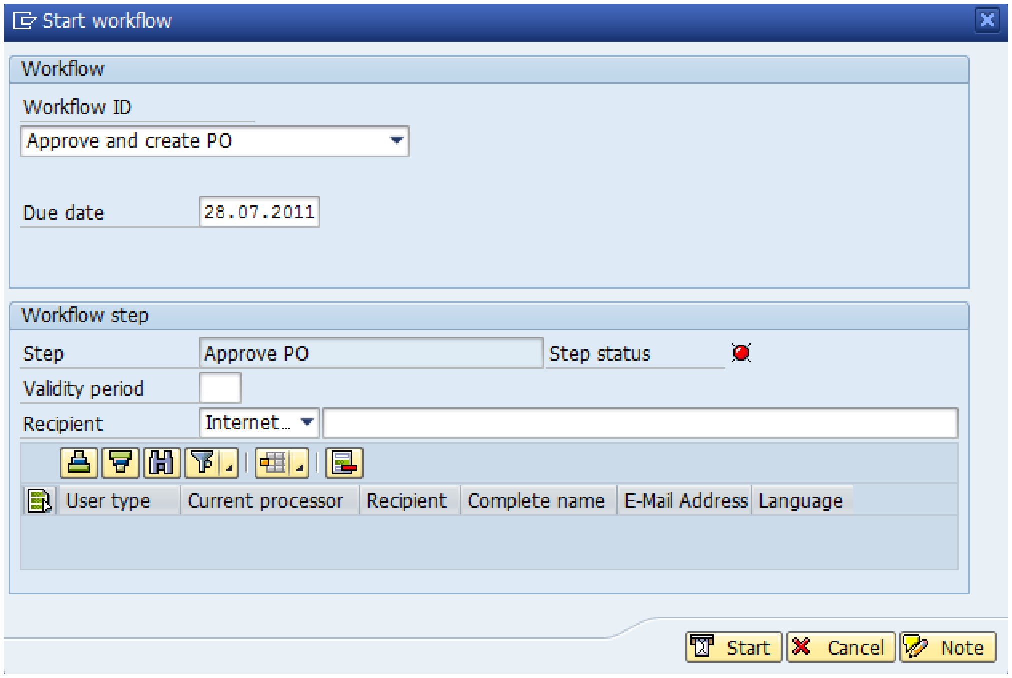
Starting a workflow

Starting a one-step workflow

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Click the **Start workflow** button  on the Application Toolbar.

   The **Start workflow** dialog is displayed. Which options are available in this dialog depends on how the workflow is configured.



3. Select the workflow that you want to start and in the **Due date** field, enter the date by which the workflow should be completed.

4. To enter a recipient, select a recipient type (only necessary if several recipient types have been defined in the workflow step) and then enter or search for the recipient's user name.

5. Optionally, click the **Note** button to add a note for the workflow processor.

6. Click the **Start** button at the bottom of the dialog.

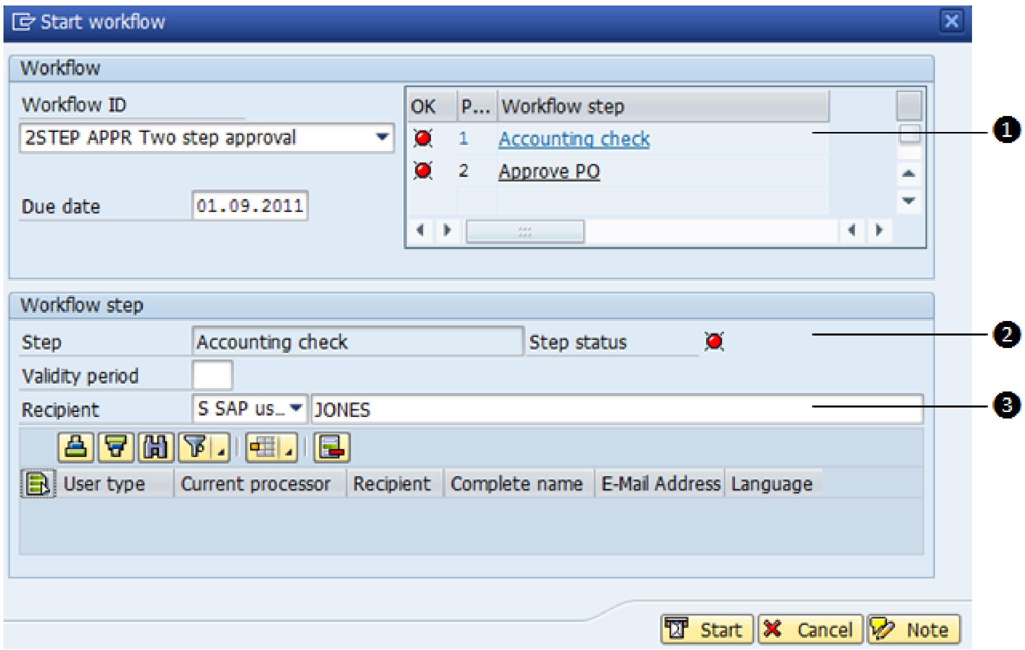
Starting a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step. The illustration below shows a two-step workflow. Each step is displayed in the upper right area of the dialog box.

To add recipients for a step:

1. Click the step at the top right of the dialog. The currently selected step is highlighted.

2. In the **Workflow step** section, enter the recipients.



❶ Step selection

❷ Currently selected step

❸ Recipient entry for selected step

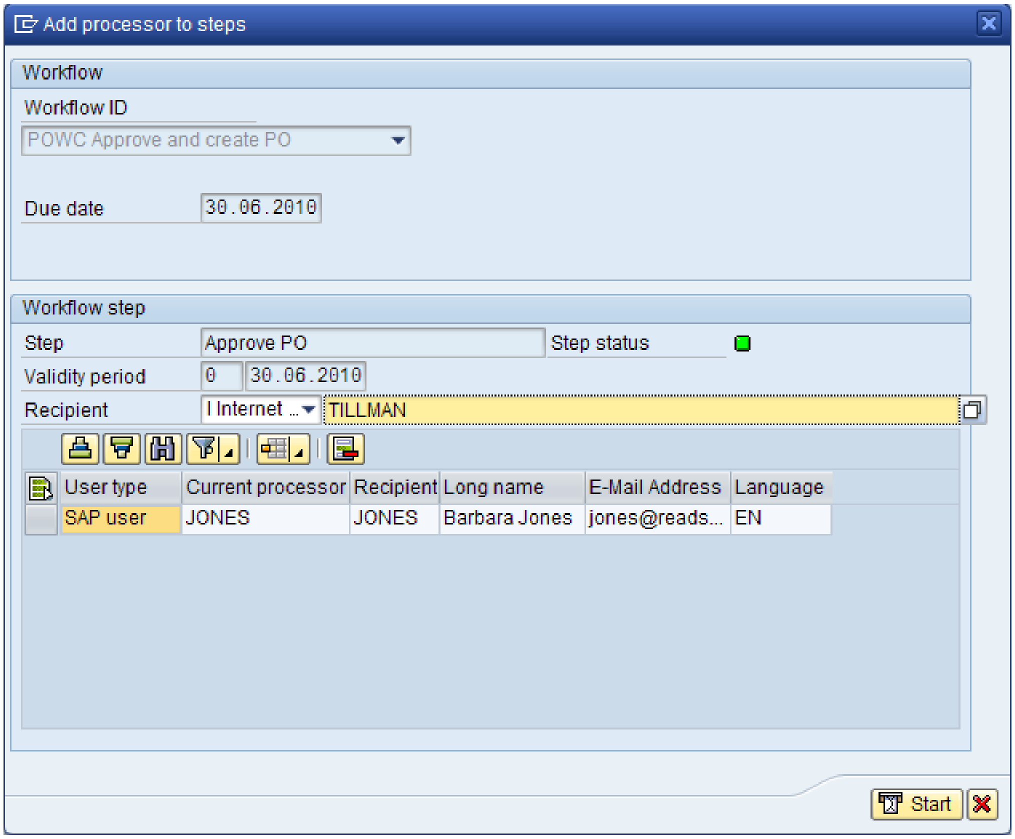
Adding and removing processors

After a workflow has started, you may be able to add additional processors to workflow steps or removed assigned processors (depending on the configuration of the steps).

Adding a processor

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Select the menu item **Workflow > Continue**.



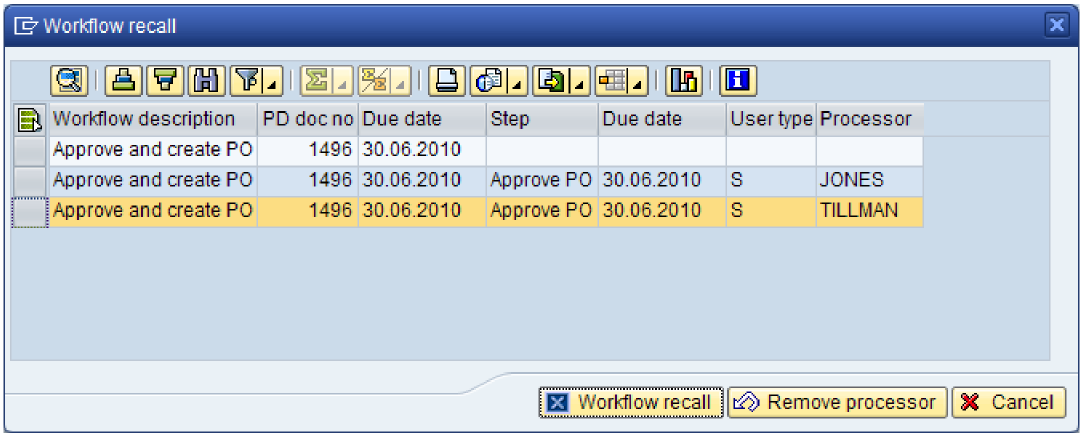
3. To enter a recipient, select a recipient type (only necessary if several recipient types have been defined in the workflow step) and then enter or search for the recipient's user name.

4. Click the **Start** button.

Removing a processor

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).

2. Select the menu item **Workflow > Recall**.



3. Select the processor and click the **Remove processor** button.

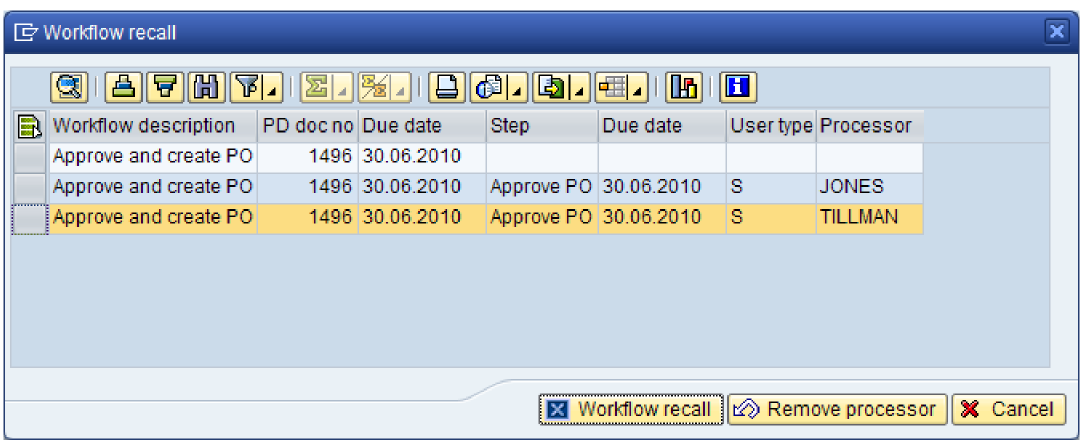
Recalling a workflow

Sometimes it may be necessary to stop processing of a document that has been sent to a workflow. For example, a requisition is still in the approval workflow, but the requested goods or services are no longer required. In this case, you can recall the document from the workflow.

Note: This procedure does not apply to accounts payable documents. See [Recalling Accounts Payable documents](#) for more information.

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Select the menu item **Workflow > Recall**.



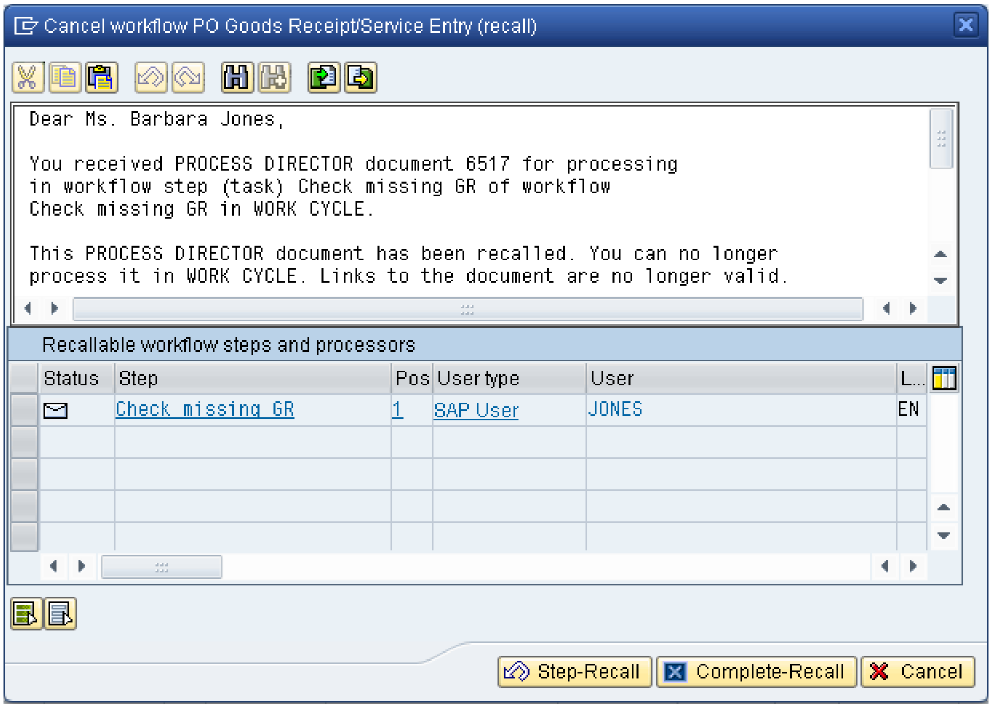
3. Click the **Workflow recall** button.

Recalling Accounts Payable documents

You may want to recall an Accounts Payable document from a workflow (cancelling the workflow). You can also recall documents from a workflow step, meaning the document goes back to the processor of the previous step.

1. In the document list, click the PD document number to go to the document's detail view.

2. Select the menu item **Workflow > Recall document**.



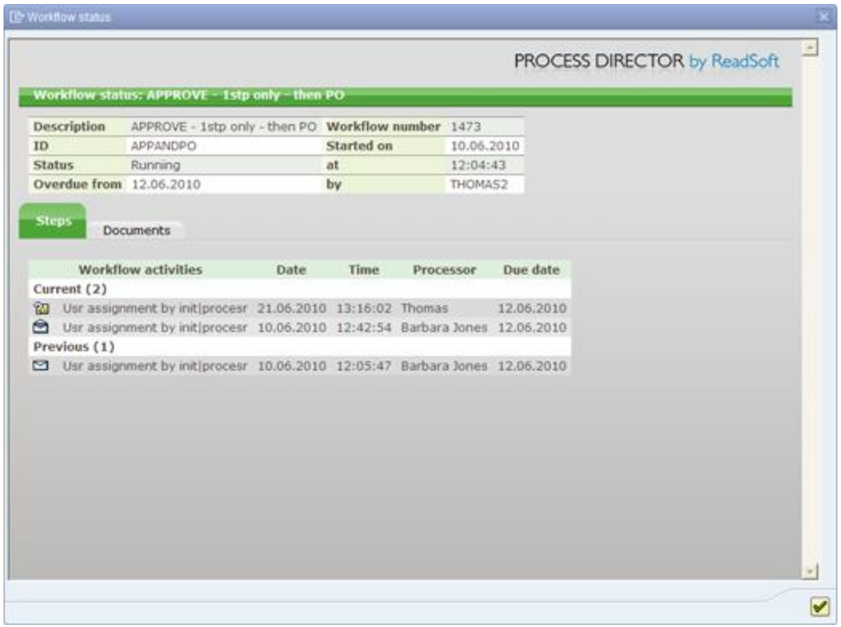
3. To recall a workflow step, select the step and click **Step recall**. Click **Complete recall** to cancel the entire workflow.

Viewing workflow status

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Select the menu item **Workflow > Display status**.

   The status window displays information about the workflow in general and also about the steps that comprise the workflow.



When a workflow has been completed, the workflow status is available as an attachment to the document.

Approving documents

The Worklist usually contains a category (for example, the category **To approve**) with a list of all documents that are in a workflow and awaiting your approval.

To approve a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Click the **Approve** button on the Application Toolbar.

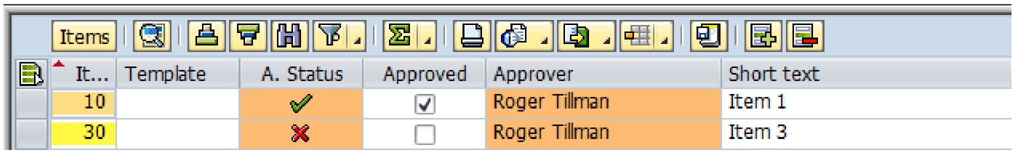
   If this is the last or the only step in the workflow, the document is displayed in the Worklist with the status Approved. If the workflow consists of further steps, the document moves to the next step.

   If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

3. Depending on the workflow configuration, you may have to [assign processors](#) for the next step.

Approving line items

Some workflows require you to approve not just the entire document, but individual items on it. You only see the line items that are assigned to you for approval.



This document actually has three items, but Item 2 does not appear because it is assigned to someone else.

*To **approve** line items*: Tick the **Approved** box for the item.

*To **not approve** line items*: Do not tick the **Approved** box.

If you save the document, the approval status of each line item is displayed in the **A. Status** column.

To complete the approval process, you must click the **Approve** button on the Application toolbar.

Warning: Do not click the **Reject** button on the Application toolbar. This rejects the entire document, including items that you have approved.

Rejecting documents

You can choose to reject a document that you receive in a workflow.

When you reject a document, the following behaviors are possible:

- The document workflow is completely cancelled.
- The document stays in the workflow but is returned to the previous step in the workflow.
- The document 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 a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Reject** button on the Application Toolbar.

If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

Forwarding documents

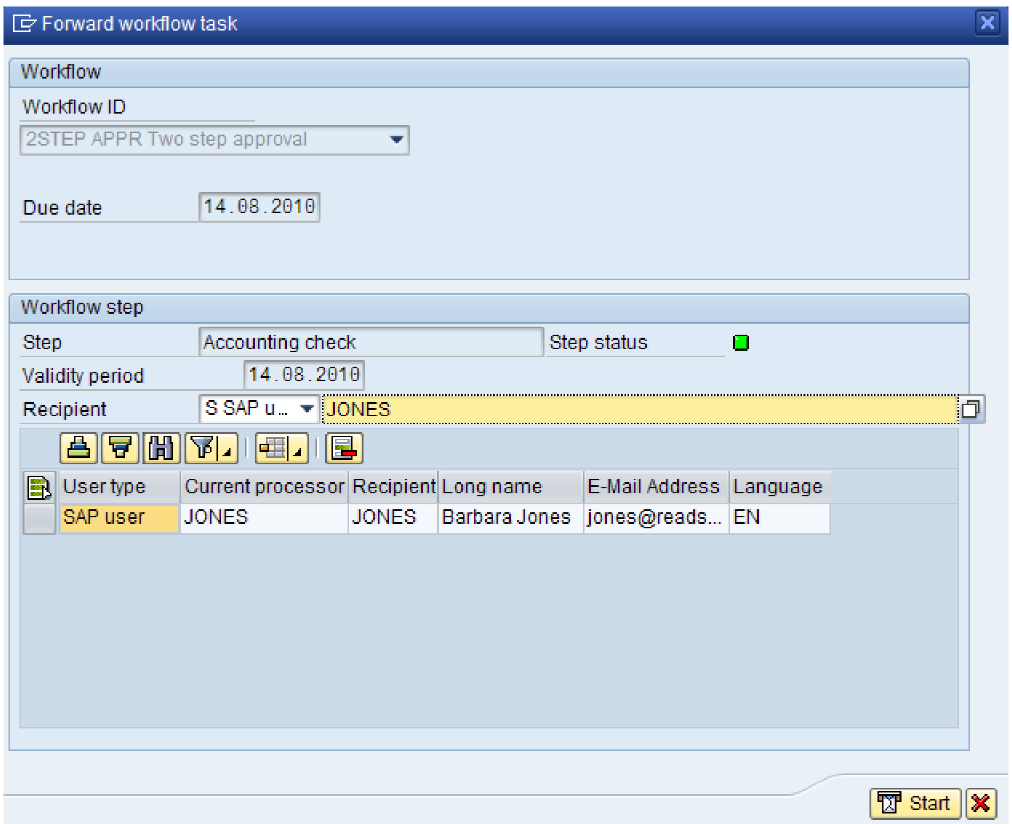
You can forward a document that is in a workflow to another user. Forwarding the document passes responsibility for completing the workflow step that you originally received to that person. It is important to note that forwarding a workflow step does not skip over the step, it only passes the responsibility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

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

To forward a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Select the menu item **Workflow > Forward**.



   If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

3. Select a user type (only necessary if several user types have been defined in the workflow step) and then enter or search for the name of the user to whom the step should be forwarded.

4. Click the **Start** button.

The status for the step changes to **Forwarded** and the new step recipient is listed in the **Current** section of the status window.

Sending and answering 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 workflow inbox of the query recipient, who can then reply to the query.

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

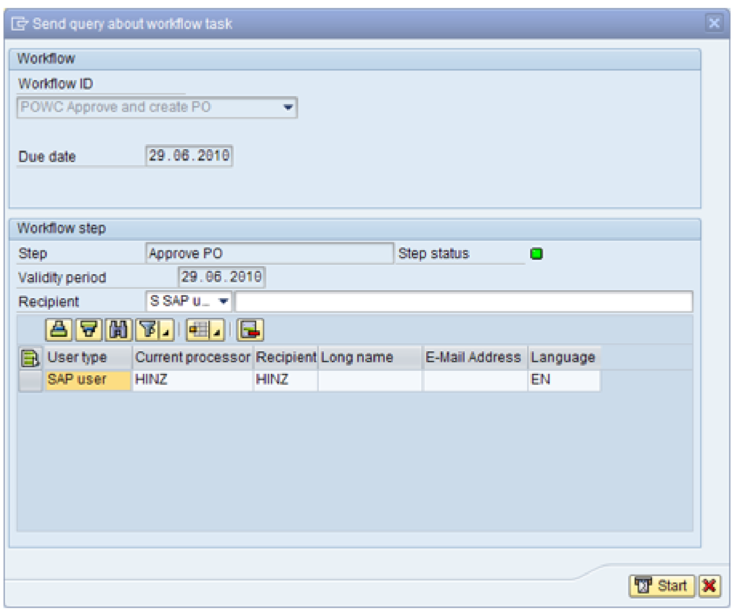
Sending a query

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

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

3. Select the menu item **Workflow > Query**.

   The **Send query about workflow task** dialog is displayed.



   If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

4. To enter a recipient, select a recipient type (only necessary if several recipient types have been defined in the workflow step) and then enter or search for the recipient's user name. You can add several recipients.

5. Click the **Start** button at the bottom of the dialog box.

   The query is sent and the workflow status of the document changes to **Query sent**.

Answering a query

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

To answer a query:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).

2. Click the **Notes** button on the Application toolbar.

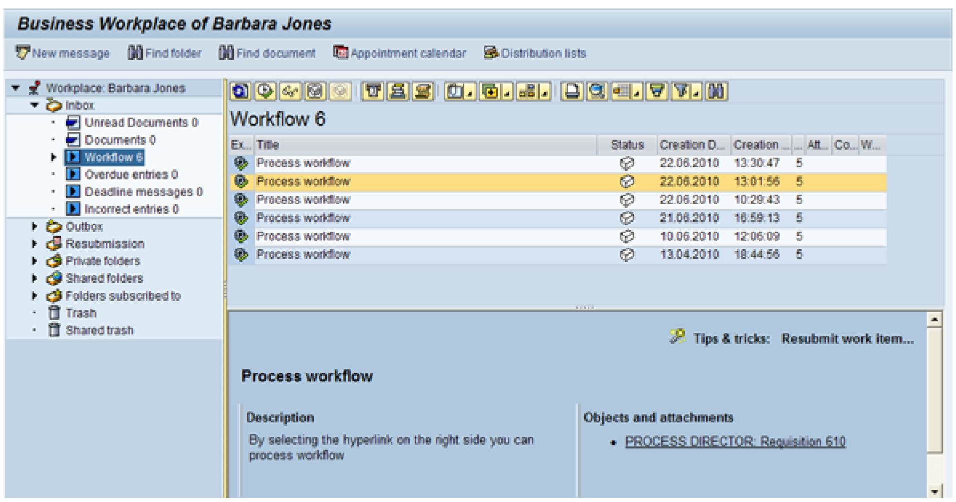
3. Read the notes that have been added to the document and then add a new note in reply to the query.

4. Select the menu item **Workflow > Reply**.

The reply is sent and the workflow status of the document changes to **Sent**.

Processing workflows in the SAP Business Workplace

If your system has been configured for use with the SAP Business Workplace, PROCESS DIRECTOR documents that are sent to you in a workflow are displayed in the **Workflow** category of the Business Workplace inbox. Use the `SBWP` transaction to access the SAP Business Workplace.



To process a document, click the document, and then click the link in the **Objects and attachments** section at the bottom right of the window.

PROCESS DIRECTOR opens and displays the document for editing.

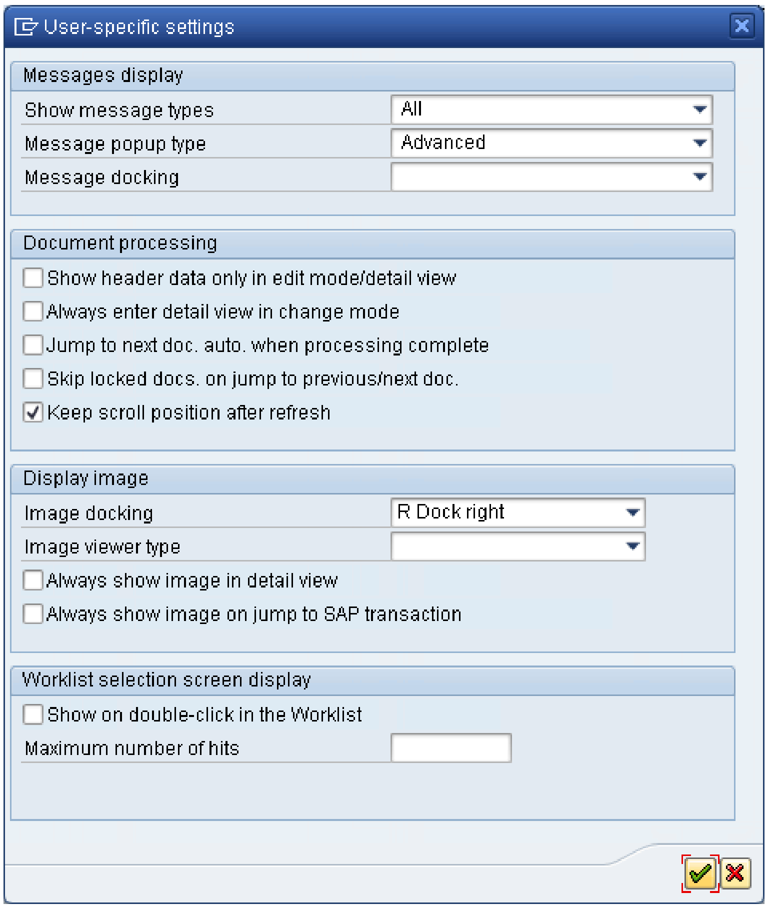
Changing personal settings

This chapter explains how to change your personal display settings and how to assign substitutes to take over your work while you are absent.

Customizing the display

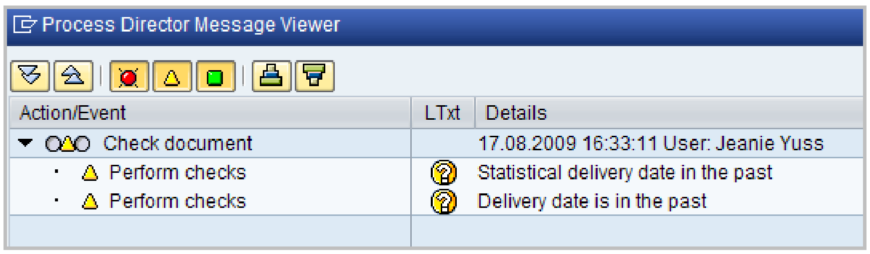
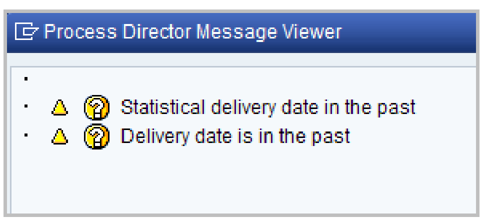
You can customize the way certain information is displayed in PROCESS DIRECTOR.

Select the menu item **Extras > Personal settings** and make the changes in the **User-specific settings** dialog. You may need to restart PROCESS DIRECTOR so that the settings take effect.



You can change the following settings:

Messages display

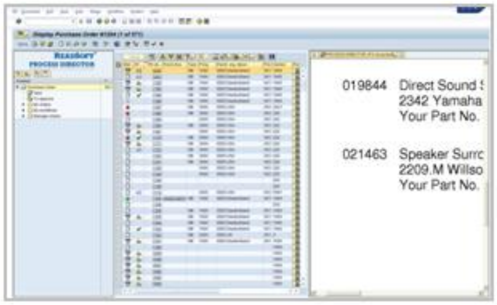
Field	Description
Show message types	With this option you can specify which types of messages should be displayed by the system: **All**, **Warnings and errors** or **Only errors**. Documents with warnings can be posted to SAP, documents with errors cannot be posted.
Message popup type	This option changes how PROCESS DIRECTOR displays pop-up message windows. With an advanced message pop-up, you can expand and collapse message sections and sort and filter the messages. See System messages for more information.  Advanced message A simple message pop-up just shows the messages and no additional controls are available.  Simple message
Message docking	This option lets you choose the display location of messages when you click **Show/Hide messages** .

Document processing

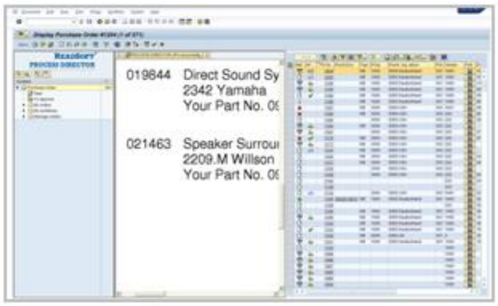
Field	Description
Show header data only in edit mode/detail view	By default, PROCESS DIRECTOR automatically displays line items and other details (for example, partners, PO items) when you double-click a document in the document list view or enter the detail view. Activate this check box to suppress the automatic display of line items. You can display the line items manually by clicking the **Items** button on the Application Toolbar.
Always enter detail view in change mode	Activate this check box to always enter the document detail view in change mode.
Jump to next doc. auto. when processing complete	Activate this check box to automatically jump to the next document when you have finished processing the current one.
Skip locked docs. on jump to previous/next doc.	Usually, users process documents one after the other (on the detail screen, there are toolbar buttons to go to the next/previous document). If another user is processing a document and you try to go to that document, you will get an error message because it is locked by the other user. Activating this setting avoids the error message.
Keep scroll position after refresh	Check this option to ensure that PROCESS DIRECTOR returns to the same position in the document list after you click the **Refresh** button. If you do not check this option, the top of the list will be displayed after the refresh and you will have to scroll down to your previous position in the list. This setting applies to both header data lists and item lists.

Display image

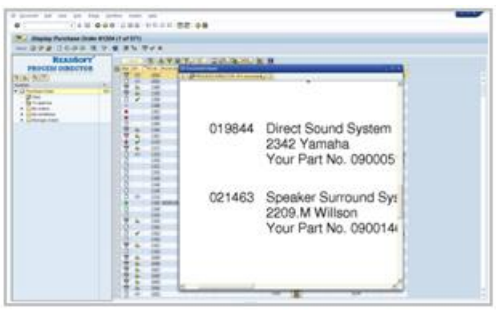
Field	Description
Image docking	This option lets you choose the display location of attachments when you click **Show/Hide attachments**.

<table>
<tr>
<td></td>
<td>


Dock right



Dock left



No docking (floating)
</td>
</tr>
<tr>
<td>Image viewer type</td>
<td>
This option lets you choose which viewer to use when displaying an attachment. The available types are:
H HTML
E ECL
L Local
Note: If you select the blank option, it defaults to the HTML viewer.
Note: When using the Local viewer, it is recommended that you set the Doc Display as Dialog Box flag in the <code>OAG1</code> transaction.
</td>
</tr>
</table>

Always show image in detail view	Activate this check box if you want to always view the attachment when you are in document detail view.
Always show image on jump to SAP transaction	Activate this check box if you want to always view the attachment when you jump to the corresponding SAP transaction.

Worklist selection screen display

Field	Description
Show on double-click in the Worklist	Activate this check box if the Worklist selection screen should be displayed whenever you double-click a Worklist category.
Maximum number of hits	Specifies the maximum number of documents that should be displayed in the document list. This setting applies to all Worklist categories. The value entered here is also the default value for the **Max. number of hits** field in the selection screen. **Note**: Your administrator may have set a standard value for the maximum number of hits, so even if you leave this field blank, the number of documents displayed may still be limited. Any value you enter in your personal settings overrides the value set by the administrator.

Assigning substitutes

You can assign users to act as your substitute while 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 absence, such as illness).

Active substitutes

Active substitutes receive an email notification when a document is assigned to you in a workflow. The document is sent both to your own approval Worklist and to the approval Worklist of the substitute. The **Substitution** icon is shown in the document list of the substitute so that they can differentiate between their own documents and your documents.

Passive substitutes

Passive substitutes do not receive email notifications and your documents are not displayed in the substitute's approval Worklist. In order to take over processing of your documents, the substitute must access a Worklist category in which your documents are displayed (for example, **Requisition Cockpit**).

If your substitute processes a document (for example, approves it), the document is no longer displayed in your approval Worklist and you receive an email notification to inform you that the document has been processed. The substitution is recorded in the document's messages.

PROCESS DIRECTOR uses the standard SAP functionality for maintaining substitutes, which can be found in the SAP Business Workflow application. Please refer to the SAP documentation for detailed information about this function, in particular, information about substitution positions and profiles.

Adding substitutes

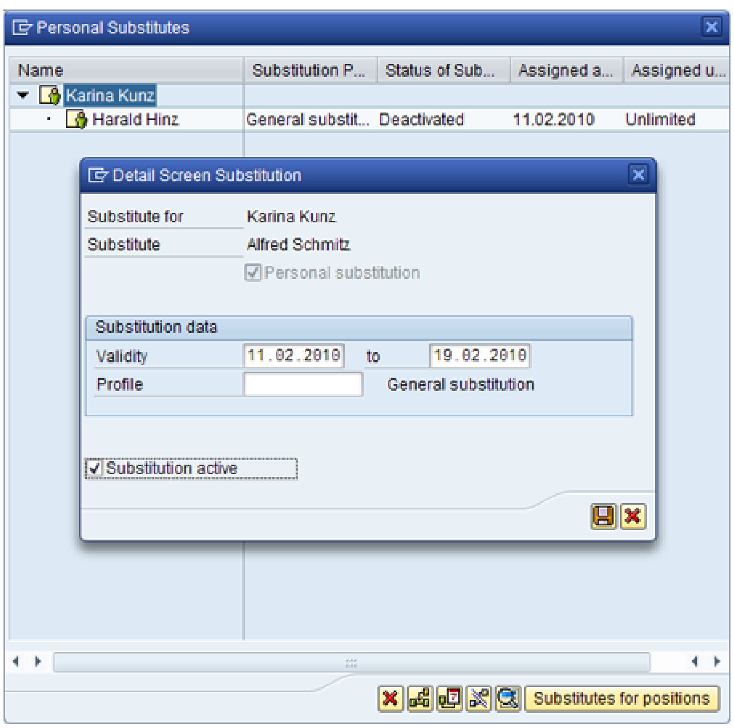
1. Select the menu item **Workflow > Maintain substitutes**.

2. In the **Personal Substitutes** dialog, select your own name and click the **Create substitute** button .

3. Search for and select the name of the user that you want to assign.

Note: You can only assign SAP users as substitutes. PROCESS DIRECTOR Web Application users must be assigned as substitutes in the Web Application.

The **Detail Screen Substitution** dialog is displayed.



4. Enter a validity period for the substitution.

5. If substitute profiles have been configured in your system, you can assign a profile to the user. For example, you may have different substitutes for approval of requisitions and approval of financial postings. If you assign a "Requisitions" profile to a substitute, that substitute will only be able to process requisitions and not other document types.

6. To create an active substitute, check the **Substitution active** check box. Leave the box unchecked to create a passive substitute.

Changing and deleting substitutes

In the **Personal substitutes** dialog, select the substitute and click one of the following buttons:

Delimit	to set an earlier end date for the substitution
Choose	to change the validity period. Changing the validity period deletes the existing substitution and creates a new substitution with the new validity dates. This makes it possible to track the history of substitutions.
Delete substitute	to delete a substitution

Reference

This chapter provides quick reference information, such as overviews of Application Toolbar buttons and keyboard shortcuts.

Application Toolbar icons

The following buttons are available on the Application Toolbar. Note that not all buttons are available for all process types.

Icon	Description
	Create a new document
	Copy a document
	Display and edit a document
	Reverse a document
	Check a document
	Complete a document
	Post a document
	Post via an SAP transaction
	Display payment proposal in SAP
	View document attachments
	Show / hide messages
	Show / hide relations

	Display the document details (editing is not possible)
	Show / hide the Worklist
	Start a workflow
	Approve a document
	Reject a document
	View and add notes
	Compare to the SAP document (available for vendor master data and G/L accounts)
	Open an online catalog (Requisitions) Upload line items from an external file (Financial Postings)
	Create a document from an external file
	Create a goods receipt
	Create an order confirmation
	Create a requisition
	Go to the previous document
	Go to the next document
	Refresh the Worklist, document list and document details to show the latest changes and updates

Keyboard shortcuts

Shortcut	Description
F3	Return to the previous screen
F5	Create a document
F6	Edit a document
F7	Refresh the display
F8	View document details
F9	Start a workflow
CTRL+F2	Check a document for errors
CTRL+F3	Forward a document
CTRL+F11	Approve a document
CTRL+F12	Reject a document
SHIFT+F3	Close PROCESS DIRECTOR
SHIFT+F4	Post a document
SHIFT+F12	Post via an SAP transaction
CTL+SHIFT+F1	Show / hide line items

CTL+SHIFT+F5	Show / hide document relations
CTL+SHIFT+F8	View and edit texts
CTL+SHIFT+F9	View and edit notes
CTL+SHIFT+F10	Show / hide messages
CTL+SHIFT+F11	Show / hide attachments
CTL+SHIFT+F12	Show / hide the Worklist

Requisitions

PROCESS DIRECTOR for Requisitions allows users to use online catalogs to select items, create a requisition, send the requisition document to a workflow (for approval or correction) and ultimately create a purchase order or purchase requisition in SAP.

Creating a new requisition comprises the following steps.

Create the document

Enter header data

Enter line items

Enter account assignments

Save the document

Creating a requisition document

Double-click the appropriate **Requisitions** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

Note: If your system has been configured to use outline agreements, a popup appears in which you can enter an outline agreement on which to base your new document. If you do not want to use an agreement, leave the field empty and click . See Using outline agreements for more information.

Tip: You can also create a requisition based on a PROCESS DIRECTOR invoice document, provided that the goods are all ordered from the same vendor and the invoice references a purchase order. In the **Incoming Invoices** document list, select the invoice and click the button.

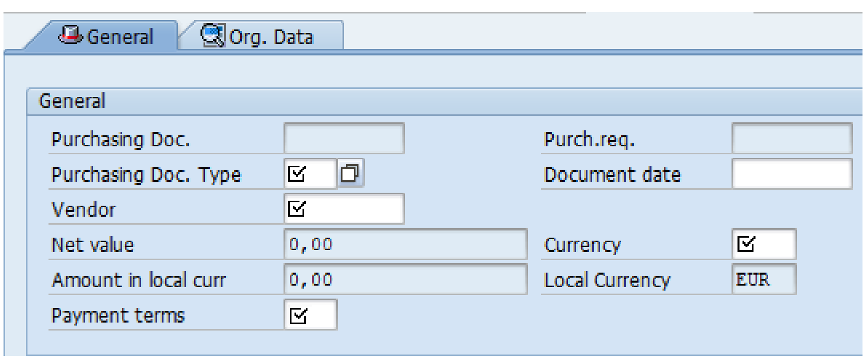
Entering header data

Enter the header data for a document in the tabs displayed in the document detail view. Depending on your system configuration and user rights, some fields may have been automatically filled by the system and some fields may be read-only.

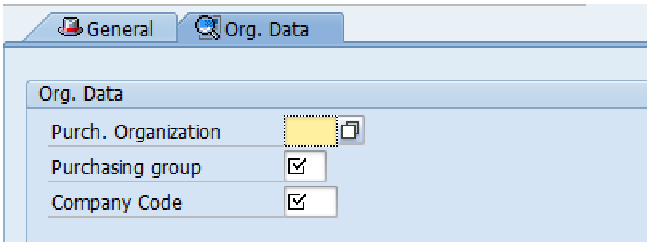
Depending on the configuration, fields that require an entry and cannot be left blank may be marked with a checkmark icon .

Fields with the button have search help available to assist you in finding the right value.

By default, there are two tabs containing header data: **General** and **Organization data**.



General header data fields



Organization header fields

Entering line items

Overview

You can enter line item data in the following possible ways (depending on your system configuration):

- Use an online catalog to select items
- Enter items manually
- Use an outline agreement to enter items
- Use an existing purchasing document to enter items

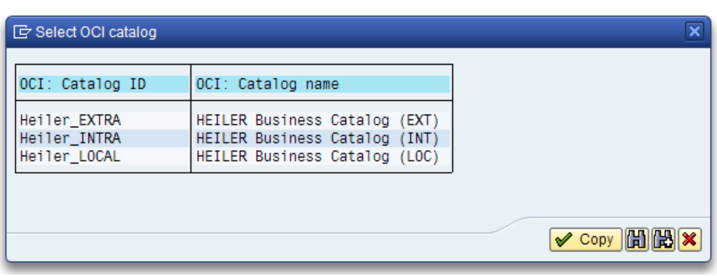
Ordering items from an online catalog

You can select items in online catalogs, which are then entered into your document as line items.

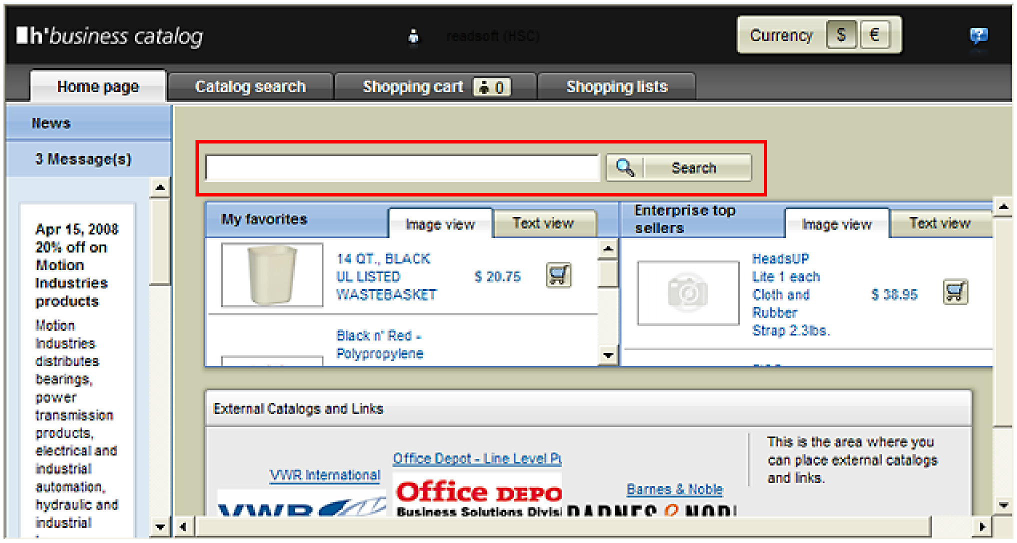
Note: Your system may use a different catalog than the one shown here and the elements in the interface such as buttons, tabs and icons may look different. However, the procedure is essentially the same for all catalogs: open the catalog, add products to your shopping cart, open your shopping cart and send your order.

To use the catalog, you must either be creating a new document or editing an existing document.

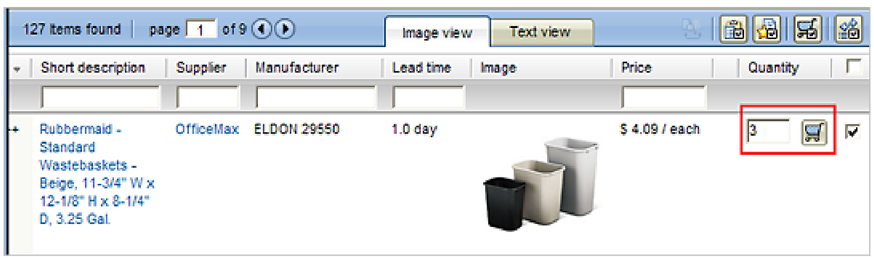
1. Click the **Catalog** button on the Application Toolbar. If you have more than one catalog available, you may see a dialog box that allows you to select the catalog you want to use. Your catalog names will be different than those shown in the illustration below. Double-click on a catalog to open it.



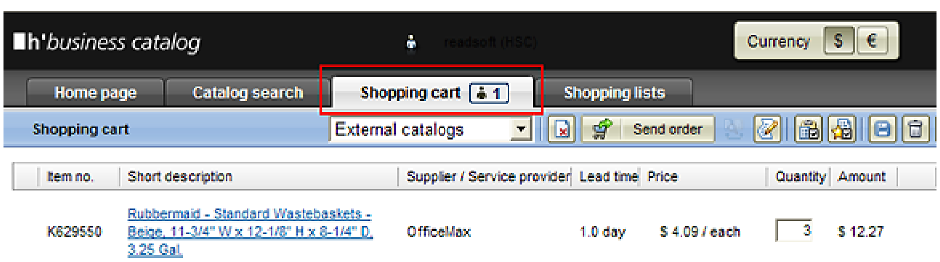
2. Use the search function in the catalog to find items.



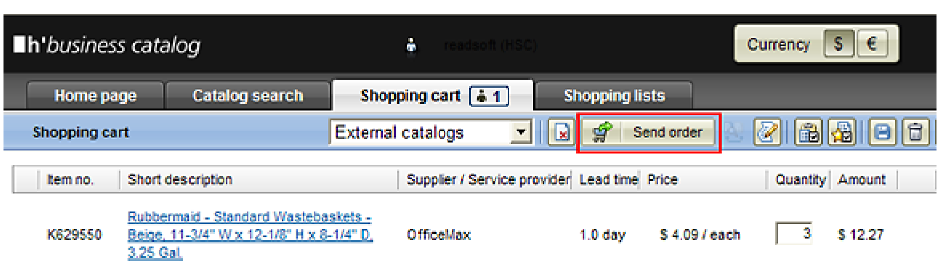
3. Add items to your shopping cart.



4. When you have finished adding items, open your shopping cart.



5. Send your order.



You return to PROCESS DIRECTOR and the items selected in the catalog are now entered as line items in your document. Depending on your catalog, some fields may have values automatically entered, such as the delivery date.

Entering items manually

1. If the line item area is not already visible in the document detail view, click the **Items** button Items on the Application Toolbar.

2. If necessary, click the **Display <--> Change** button .

3. On the items toolbar, click the **New line** button to create a new line item row.

4. Enter the details for the item.

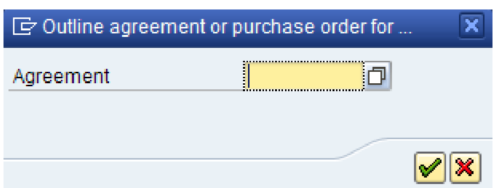
   In the **Template** field you can select an entry template that contains predefined fields, such as the vendor or the material group. When you select the template, the predefined fields are entered in your line item and you only have to fill in the missing information.

5. Add additional lines as needed. To delete line items, select them and then click **Delete line** button .

6. Click the **Save** button on the SAP toolbar.

Using outline agreements

If your system has been configured to use outline agreements, the **Outline agreement or purchase order for using related data** dialog box is displayed when you create a new document.



If you select an outline agreement when you create a new document, the relevant line items are automatically inserted in your document, including prices and other relevant information, so that you only have to enter the required quantities. You can delete any inserted line items that you do not need.

For example, if your company has an outline agreement with a vendor to supply PCs, the outline agreement will contain all required line items, such as CPU, monitor, keyboard, etc., at the agreed prices. Using the outline agreement will ensure that you have all necessary items at the correct price in your requisition document.

To select an outline agreement:

Use the search help to find and select the agreement that you want to use and then click .

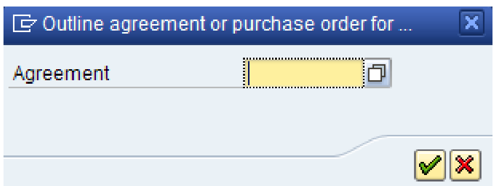
Note: You can only select an outline agreement when you first create the document. Once you have left this dialog, you will not be able to open it again for this document.

To create a document without an outline agreement:

If you do not want to use an outline agreement, leave the **Agreement** field empty and click or .

Using existing purchasing documents

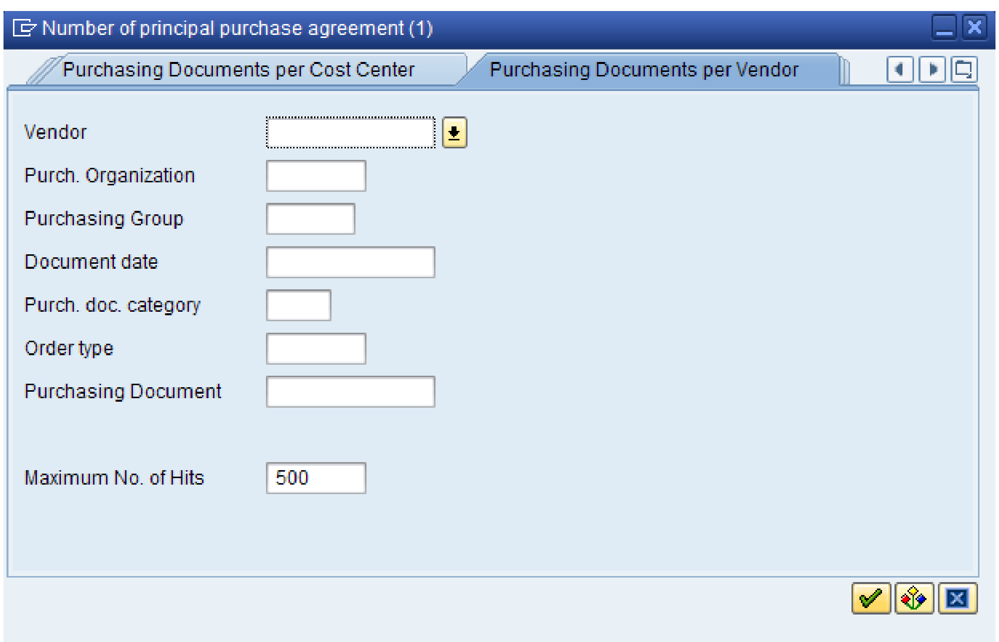
If your system has been configured to use outline agreements, the **Outline agreement or purchase order for using related data** dialog is displayed when you create a new document.



With this dialog, you can use outline agreements or existing purchasing documents to add line items. If you select an existing purchasing document when you create a new document, the line items from the existing purchasing document are automatically inserted in your document. You can then make changes or delete any inserted line items that you do not need.

To select an existing purchasing document:

1. Open the search help and select the appropriate tab for the type of purchasing document that you want to use.



2. Enter search criteria, or leave all fields blank to find all documents in the selected category, then click ✔.

3. Select the document that you want to use.

4. Click ✔.

Note: You can only select an existing purchasing document when you first create the document. Once you have left this dialog, you will not be able to open it again for this document.

To create a document without using an existing purchasing document:

If you do not want to use an existing purchasing document, leave the **Agreement** field empty and click ✔ or ✖.

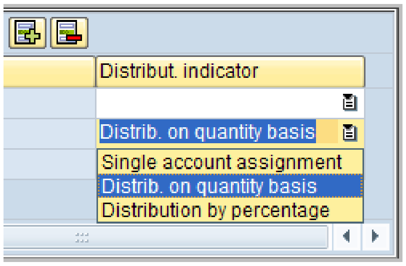
Entering account assignments

You enter account information for items on a line by line basis in the document detail view. You can:

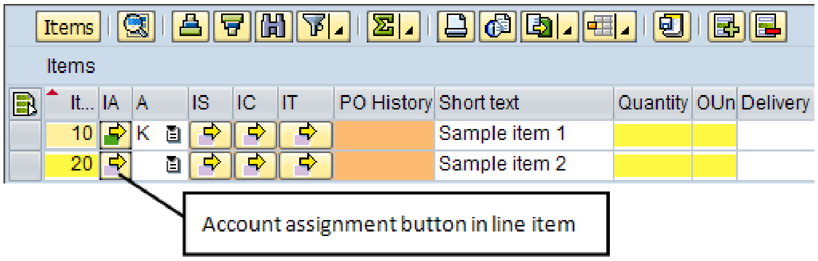
- enter a single account assignment
- distribute the item over several accounts based on a fixed quantity per account
- distribute the item over several accounts based on a percentage of the total per account

To enter account assignments:

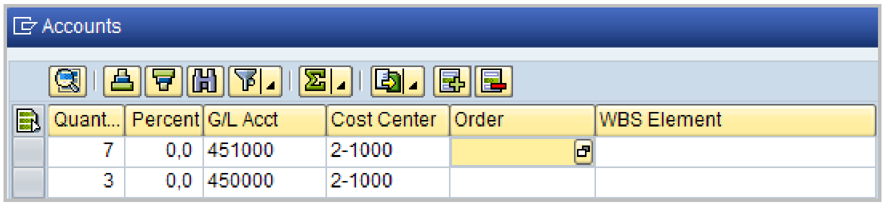
1. In the line item row, select the appropriate option from the selection list in the **Distribution indicator** column (you may have to scroll to the right to see this column).



2. To enter account assignments for an item, click the Accounts button in the line item row.



The **Accounts** dialog box opens where you can enter account information.


Accounts

Quant...	Percent	G/L Acct	Cost Center	Order	WBS Element
7	0,0	451000	2-1000		
3	0,0	450000	2-1000		

3. Use the **New line** and **Delete line** buttons to insert or delete lines. For example, if you are distributing the item over several accounts, insert a new line for each account and enter either the quantity or the percentage for each account.

4. Click to save the assignments.

Saving a document

When you have finished entering data in your document, click the **Save** button on the SAP toolbar.

Note: In PROCESS DIRECTOR the **Save** button simply saves the document in its current state. This is unlike some common transactions in SAP where the same button initiates a posting action.

New documents that you have created appear in the **Drafts** section of the Worklist. PROCESS DIRECTOR creates a document number the first time you save a document. Click the PROCESS DIRECTOR document number (**PD doc. no.**) in the document list to view or edit the document details.

Goods Receipts

PROCESS DIRECTOR for Goods Receipts allows users to create and process goods receipts and post them to SAP. Goods receipts can be entered manually in the PROCESS DIRECTOR SAP GUI or Web Application, or ReadSoft's DOCUMENTS product can be used to automatically capture information from delivery notes. This product automatically extracts information from incoming delivery notes, whether they are delivered by fax, on paper or in electronic format, and sends this information to PROCESS DIRECTOR.

PROCESS DIRECTOR matches the information against data in SAP and also automatically determines organizational and other data, so that much of the goods receipt data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR goods receipt document is assigned the status **In error**. Users can then investigate and make corrections and post the document to SAP.

Creating a goods receipt

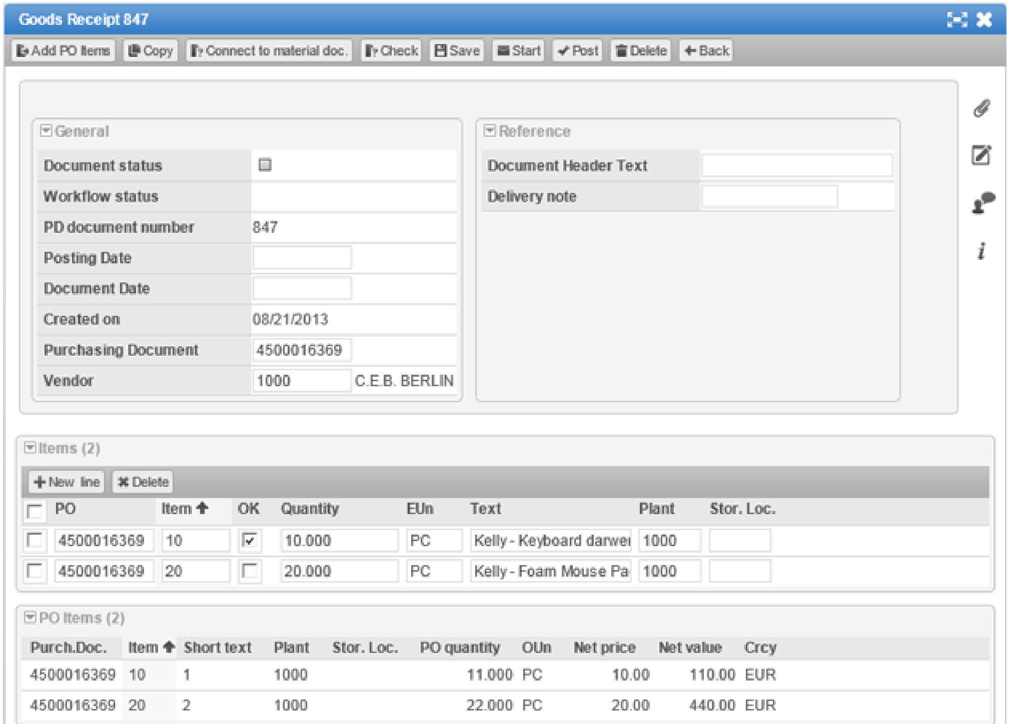
When you create a goods receipt, you must select the purchase order to which the goods receipt applies. If you already have a posted PROCESS DIRECTOR requisition or invoice for the goods that references a purchase order, you can create the goods receipt directly from this document, provided that the goods are all ordered from the same vendor.

To create a goods receipt without a requisition or invoice:

1. Double-click the appropriate **Goods Receipt** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

   A new document is created.

2. Click to transfer the purchase order line items to the goods receipt.



Processing goods receipts

Captured goods receipt documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually.

1. Double-click the appropriate **Goods Receipt** category in the Worklist.

   The document list displays all goods receipt documents. Documents that contain errors have the status **In error**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.

3. If necessary, display further information. On the Application Toolbar, click:

   - Items to display goods receipt line items
   - PO items to display purchase order line items
   - to display messages
   - to display the document image (if available)

4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).

5. Click the **Check** button . The system messages resulting from the check will help you to identify the errors.

6. Click the **Display <-> Change** button and correct the errors.

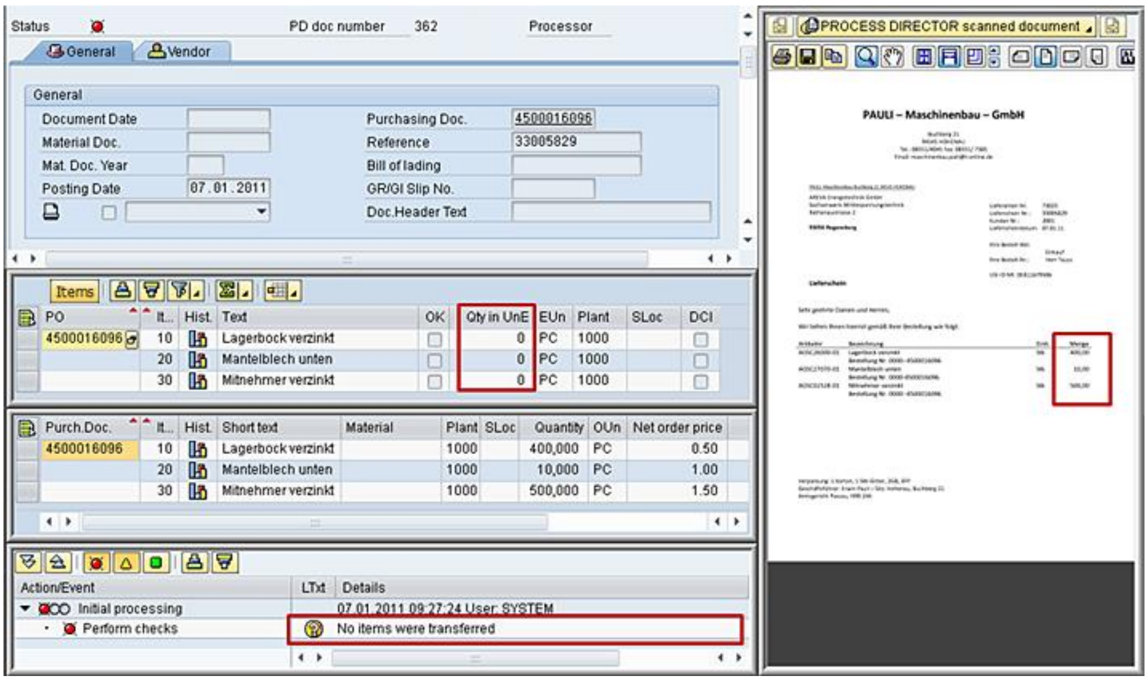
7. Click the **Save** button on the SAP toolbar.

If all information has been entered correctly, the document has the status **No goods movement posted**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the goods receipt has been posted, the PROCESS DIRECTOR document status changes to **Goods movement posted**.

Example

In the following example, line item data has not been transferred from the captured document to PROCESS DIRECTOR. PROCESS DIRECTOR has filled the goods receipt line items with data from the purchase order, except for the quantity.

To correct the error, enter the line item quantities shown in the image and check the **OK** checkbox for each item.



Canceling goods receipt

You can only cancel goods receipts that have been posted to SAP.

1. In the document list, click the goods receipt document to select it.

2. Click the **Cancel** button on the Application toolbar.

3. Click **Yes** to confirm the deletion.

Financial Postings

PROCESS DIRECTOR for Financial Postings allows users to create financial accounting (FI) documents and post these to SAP. PROCESS DIRECTOR currently supports the following posting types.

General ledger postings

- Regular posting
- Adjustment posting
- Provision
- Accrual with reversal
- Recurring entry
- Aggregated accrual from PROCESS DIRECTOR Accounts Payable

Customer postings

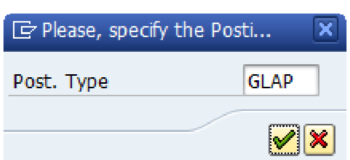
- Invoice
- Credit note
- Recurring invoice
- Deferral (invoice)
- Write-off

Creating a financial posting

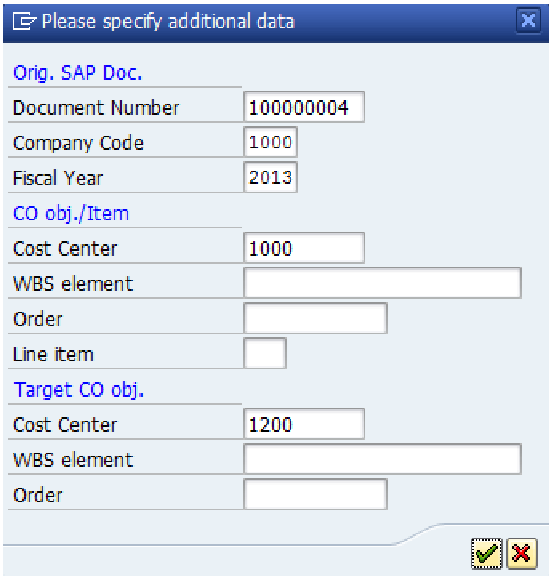
1. Double-click the appropriate category in the Worklist: **G/L Account Postings** or **Customer Postings**.

2. Click the **Create new document** button on the Application Toolbar.

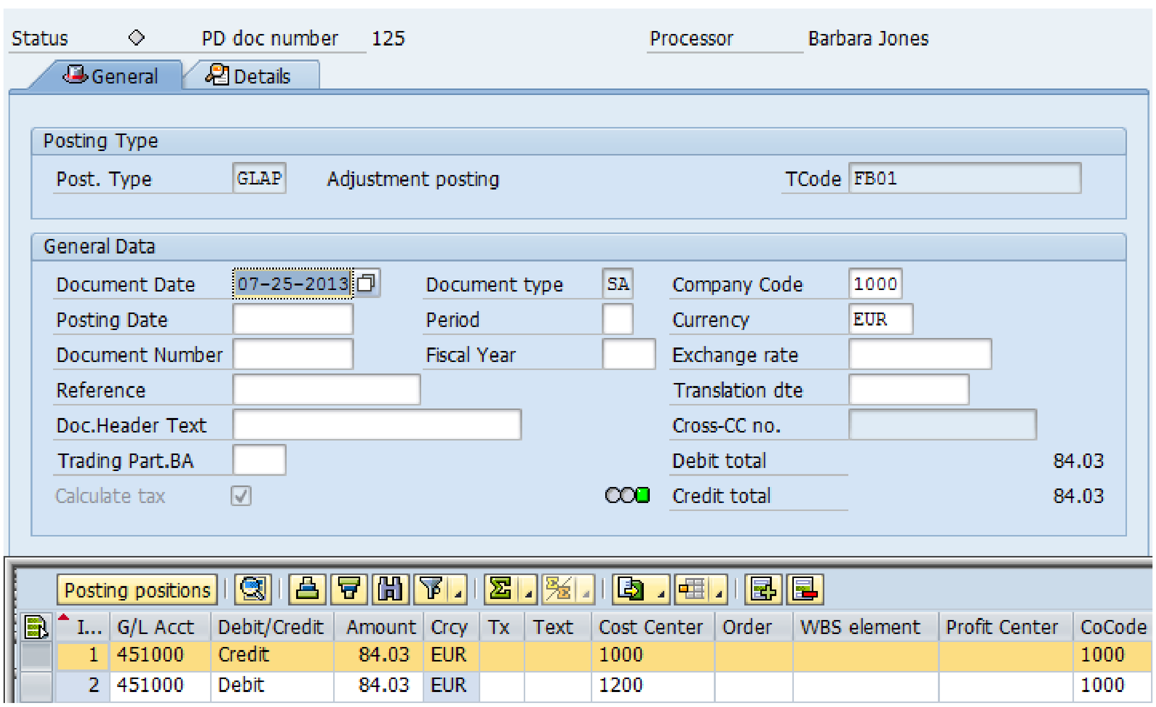
3. Select a posting type and click :



4. Depending on the posting type, you may have to enter some initial information. This example shows an adjustment posting.



A new document is created.



5. Fill in the header data and posting position fields. Some of this information may be entered automatically.

   Use the **Insert line** button to add posting positions, and the **Delete line** button to delete positions.

6. Click the **Save** button on the SAP toolbar.

If all information has been entered correctly, the document has the status **Ready for posting**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP, either directly from PROCESS DIRECTOR or via an SAP transaction. When the financial posting has been posted, the PROCESS DIRECTOR document status changes to **Posted**.

Note: If the document is posted with reference to a deferral posting, the number of the deferral document is displayed in the **Details** tab.

Tip: If your system has been configured accordingly, you can create a new document from an external file, or upload line items from an external file.

General Ledger Account Postings

Regular posting

A regular posting is a simple posting to a G/L account or between G/L accounts.

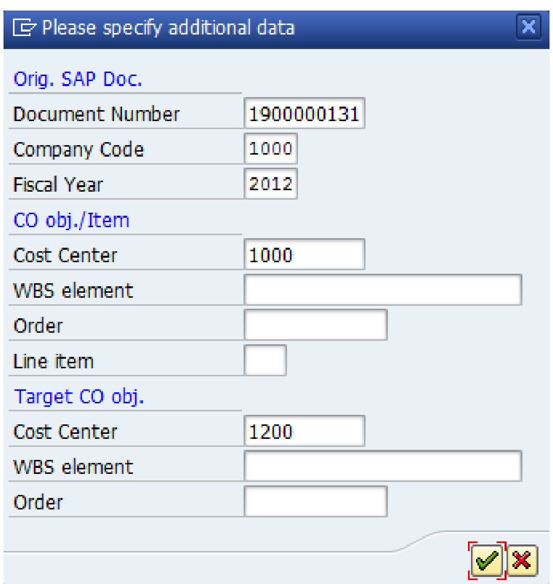
You can use a recurring entry posting to automatically create regular postings at regular intervals.

Adjustment posting

An adjustment posting can be used to correct a document that has already been posted. For example, if costs have been assigned to an incorrect CO object (such as a cost center), you can create an adjustment posting to move the costs to the correct CO object (within the same G/L account).

When you create an adjustment posting, you specify the original SAP document, company code and fiscal year, the CO object to which the costs were incorrectly assigned, and the target CO object to which the costs should be moved.

Instead of a CO object, you can select a specific line item from the original document.



PROCESS DIRECTOR creates a new document, adds the required posting positions, and copies all other data from the original SAP document.

The document number and fiscal year of the original document are displayed in the **Details** tab.

Provision posting

A provision posting enables you to allocate possible costs that may arise in the future. Often the exact amount and due date of such costs are not known, but there may be a financial or legal requirement to record them. When the actual costs are incurred (or do not actually arise), the provision posting is reversed. Provision postings are therefore posted with a validity date, and should be reversed by this date. The validity date is entered in the **Details** tab.

PROCESS DIRECTOR monitors the validity date of provision postings and sends an email notification to the person who created the posting when the validity date is reached. The posting can then either be reversed or the validity date changed. Overdue provisions may also be listed in a dedicated Worklist category.

To reverse a provision, select or open the document and click the **Reverse** button on the Application toolbar. The document status changes to **Reversed**. The number of the reversal document is displayed in the **Details** tab.

Accrual with reversal posting

An accrual with reversal posting enables you to allocate costs in the current period, but post them in a future period. Like provisions, accrual with reversal postings are temporary postings, but in contrast to provisions, the exact amount and due date are known. For example, you may have costs that you pay quarterly, but want to allocate them in each month of the quarter. The monthly accrual postings then are reversed in a later period, or when the quarterly costs are posted.

When you create an accrual with reversal posting, you must specify a reversal reason and a reversal date. After posting to SAP, the document is automatically reversed by the standard SAP procedure (F.81). The number of the reversal document is displayed in the **Details** tab.

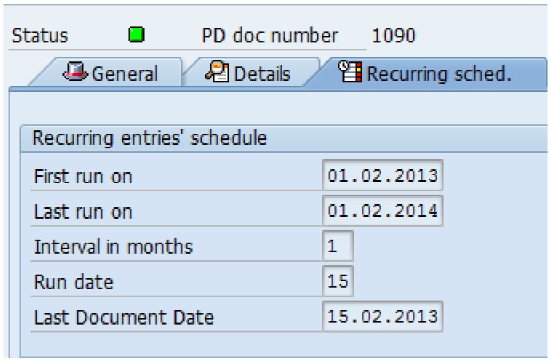
You can use a recurring accural document to automatically create accrual with reversal postings at regular intervals.

Accrual with reversal postings can also be created from PROCESS DIRECTOR Accounts Payable documents.

Recurring entry / recurring accrual with reversal posting

A recurring entry posting or a recurring accrual with reversal posting can be used to automatically create new postings at regular intervals. A recurring entry/accrual with reversal document cannot be posted. It simply serves as a template for the creation of new postings.

You specify when and how often a new posting should be created in the **Recurring sched.** tab.



Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, 1 = every month
Run date	The exact date on which documents will be created, for example, on the 15th of each month.
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

New regular posting or accrual with reversal posting documents are automatically created on the specified date. The number of the recurring entry/accrual with reversal document template is displayed in the **Details** tab of these documents.

When the last scheduled document has been created, the recurring entry document is automatically completed, that is, the status changes to and it can no longer be edited. You can also manually complete a recurring entry/accrual document at any time by clicking the **Complete** button on the Application Toolbar.

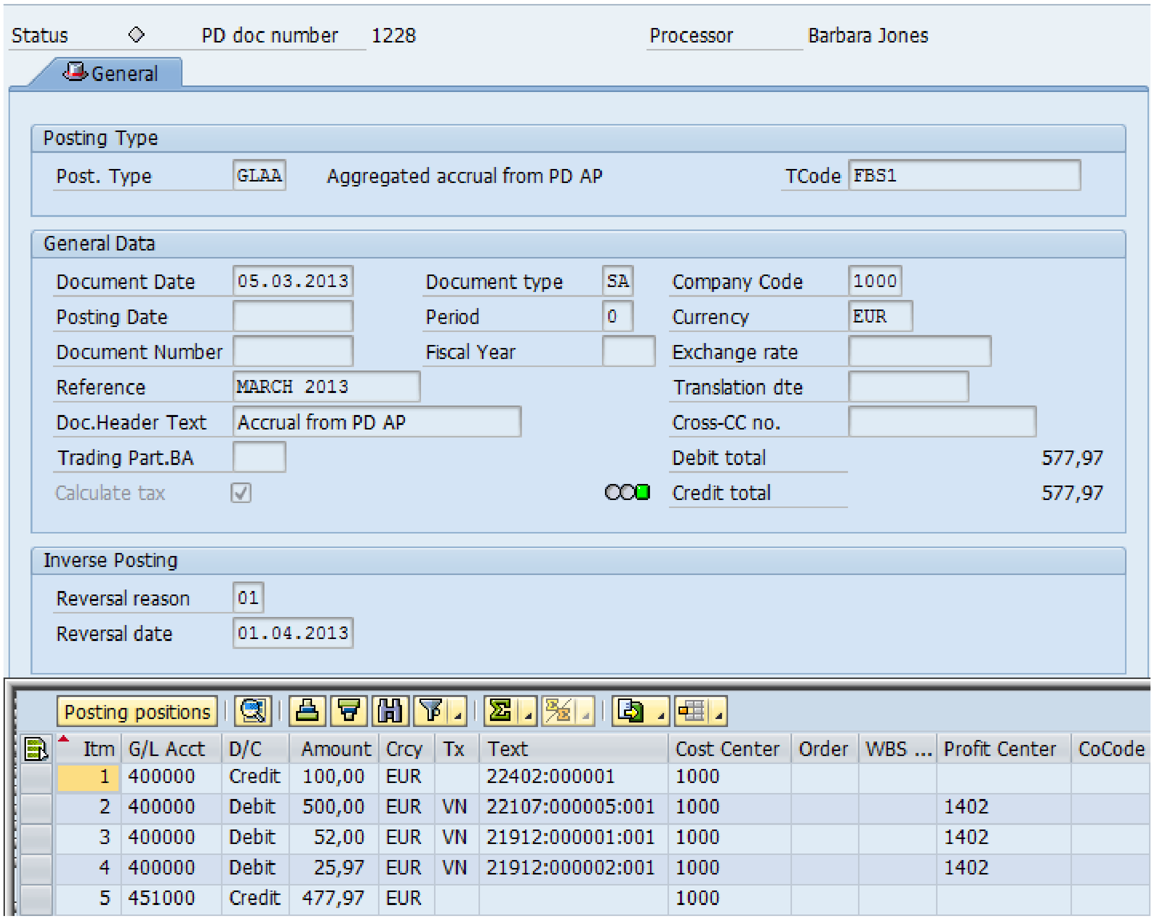
You can use the Document relations feature to view a list of all documents that have been created from a recurring entry/accrual template.

Accrual from PROCESS DIRECTOR Accounts Payable posting

An accrual from PROCESS DIRECTOR Accounts Payable posting is created from the `/EBY/ICIV_ACCRUAL_REPORT` report. This report list all line items in PROCESS DIRECTOR Accounts Payable documents that have not yet been posted.

It is possible to select line items in this report and create a PROCESS DIRECTOR accrual document consisting of all selected line items and one aggregated offsetting / balancing position.

Depending on your configuration, the **Text** field in the resulting accrual from PD AP document may display the number of the PD AP document, the line item number (MM documents only), and the accounting line number.



See the *PROCESS DIRECTOR 7.2 Configuration Guide* for information on creating documents from this report.

Customer Postings

Invoice/Credit note posting

With these postings, you can create an invoice or a credit note for a customer and post it to SAP.

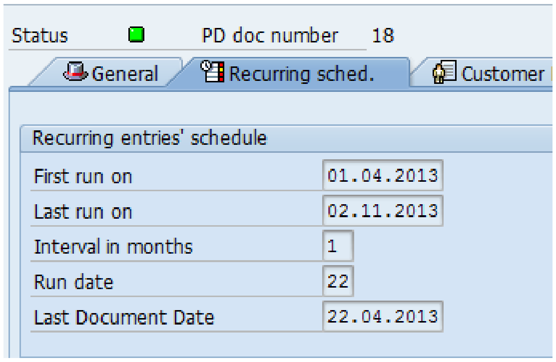
You enter the customer details in the **Customer Details** and **Customer Payment** tabs.

You can use a recurring invoice posting to automatically create customer invoices at regular intervals.

Recurring invoice posting

A recurring invoice posting can be used to automatically create new invoice postings (not credit notes) at regular intervals. A recurring invoice document cannot be posted. It simply serves as a template for the creation of new postings.

You specify when and how often a new posting should be created in the **Recurring sched.** tab.



Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, 1 = every month
Run date	The exact date on which documents will be created, for example, on the 22nd of each month.
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

New invoice posting documents are automatically created on the specified date. The number of the recurring invoice document template is displayed in the **Details** tab of these documents.

When the last scheduled document has been created, the recurring invoice document is automatically completed, that is, the status changes to and it can no longer be edited. You can also manually complete a recurring invoice document at any time by clicking the **Complete** button on the Application Toolbar.

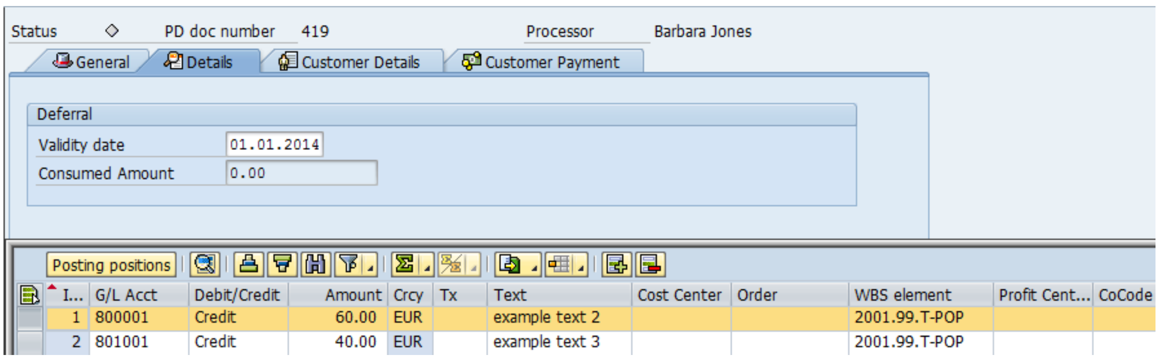
You can use the Document relations feature to view a list of all documents that have been created from a recurring invoice template.

Deferral (invoice) posting

A deferral (invoice) posting enables you to post revenue from a customer invoice to a deferred revenue account, rather recording the entire amount on the P&L in the period in which the invoice is posted. Such revenue is later re-allocated ("consumed") with one or more subsequent posting documents (for example, a regular posting or recurring entry) to the actual revenue account. For example, you may invoice your customer at the beginning of the year for services that are delivered throughout the year, but you want to distribute the revenue from the invoice over the entire year, rather than recording the entire amount on your revenue account when the invoice is issued. The entire process, starting with the posting of the deferral invoice and the subsequent re-allocation postings, can be covered and controlled (complete re-allocation within a given time) by PROCESS DIRECTOR

The entire invoice amount is posted to a deferred revenue account and then "consumed" by creating regular postings that transfer part of the amount from deferred revenue account to the actual revenue account. These amounts will then appear on the P&L. Deferral (invoice) postings are therefore posted with a validity date, and should be consumed by this date. The validity date is entered in the **Details** tab.

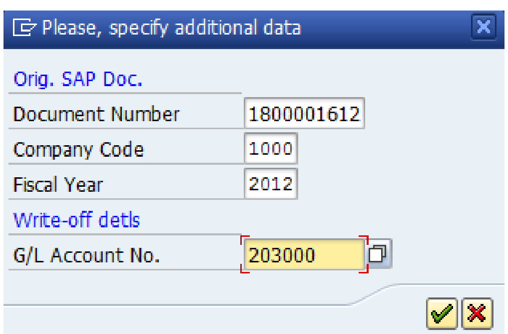
Whenever you make a posting against the deferred invoice document, the **Consumed Amount** is recalculated so that you can see how much has been posted to the actual revenue account. PROCESS DIRECTOR monitors the validity date of deferral (invoice) postings and sends an email notification to the person who created the posting when the validity date is reached. Deferral postings that are not fully consumed by the validity date may also be listed in a dedicated Worklist category.



Write-off posting

A write-off posting enables you to create a write-off document in SAP for invoices issued to customers that you know will not be paid.

When you create a write-off posting, you specify the original SAP document, company code and fiscal year, and the G/L account on which the invoice will be written off.



PROCESS DIRECTOR creates a new document and adds the required posting positions and key data from the original SAP document.

The document number and fiscal year of the original document are displayed in the **Details** tab.

When document is posted to SAP, the standard SAP mechanisms can automatically close open items on the customer account.

Master Data Maintenance

PROCESS DIRECTOR for Master Data Maintenance allows users to create requests for changes, deletions or additions to master data. Master data is usually maintained centrally, but often those responsible for maintaining the data are not aware of changes, such as a change of responsibility for a cost center or a change in a vendor address. That's where PROCESS DIRECTOR can help. Users can create a change request document in PROCESS DIRECTOR, which can then be sent to a workflow for approval, if necessary. After approval, the document is displayed in the Worklist of the person(s) responsible for master data maintenance, who can then post the master data changes to SAP.

PROCESS DIRECTOR provides the following master data types out of the box.

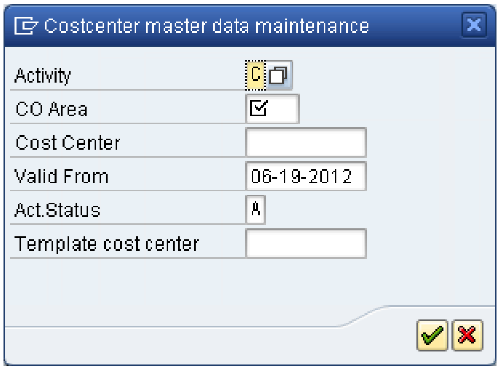
- Cost center maintenance
- Profit center maintenance
- Vendor master data maintenance
- General ledger account maintenance
- Asset master data maintenance

Creating a cost center maintenance request

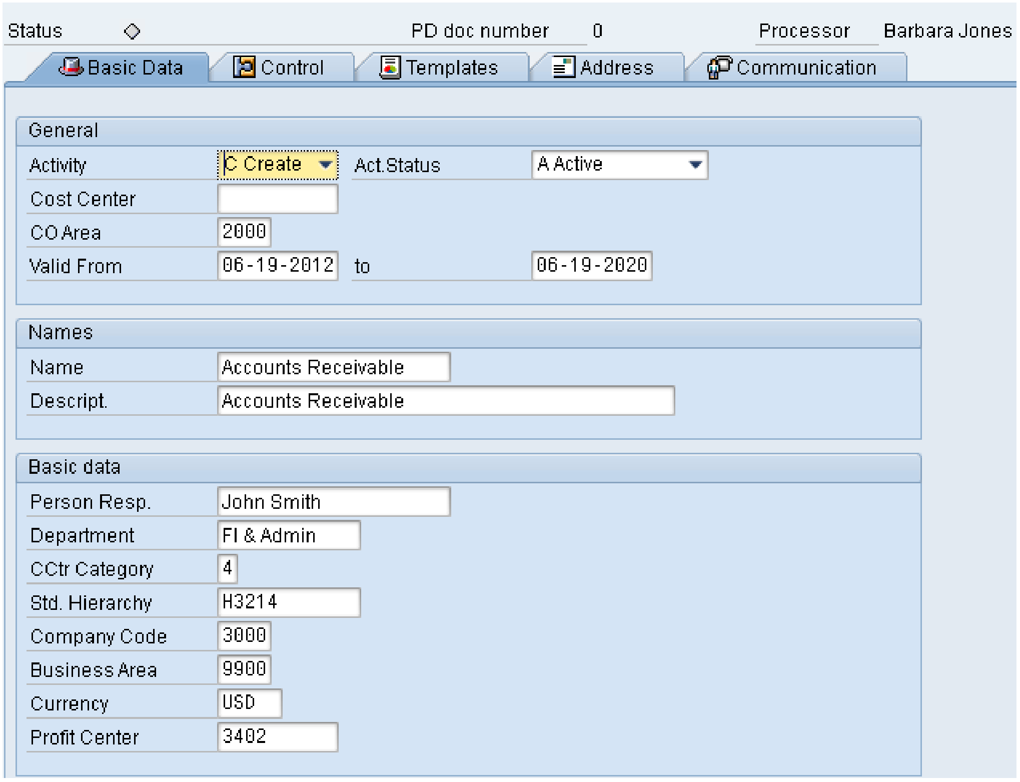
1. Double-click the appropriate **Cost Center Maintenance** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click .

   If necessary, in the **Template cost center** field, you can select an existing cost center and its data will be entered in the new request.

   A new document is created.



3. Fill in any relevant fields on the header data tabs.

4. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Adding multiple cost centers to the request

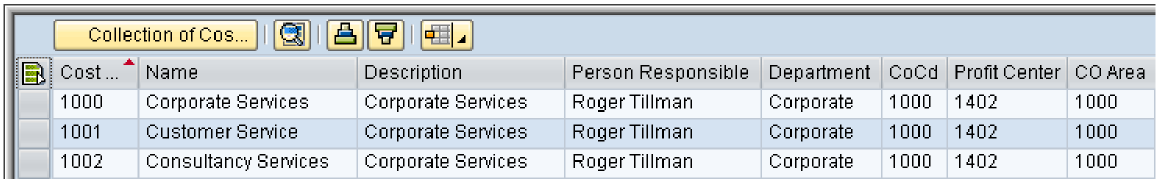
1. Click the **Create new document** button on the Application Toolbar.

2. Select **Create**, fill in the **CO Area** and **Cost Center** fields and click .

3. Enter all the data that is the same for all the cost centers you want to create and save the document.

4. Add new lines to the **Collection of Cost Centers**. The fields in the lines will be automatically filled in using the data from the header.

5. If necessary, change the required fields.



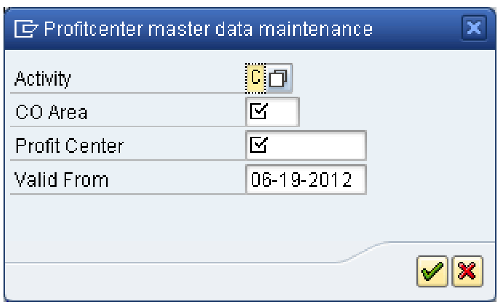
Cost ...	Name	Description	Person Responsible	Department	CoCd	Profit Center	CO Area
1000	Corporate Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000
1001	Customer Service	Corporate Services	Roger Tillman	Corporate	1000	1402	1000
1002	Consultancy Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000

6. Post the document.

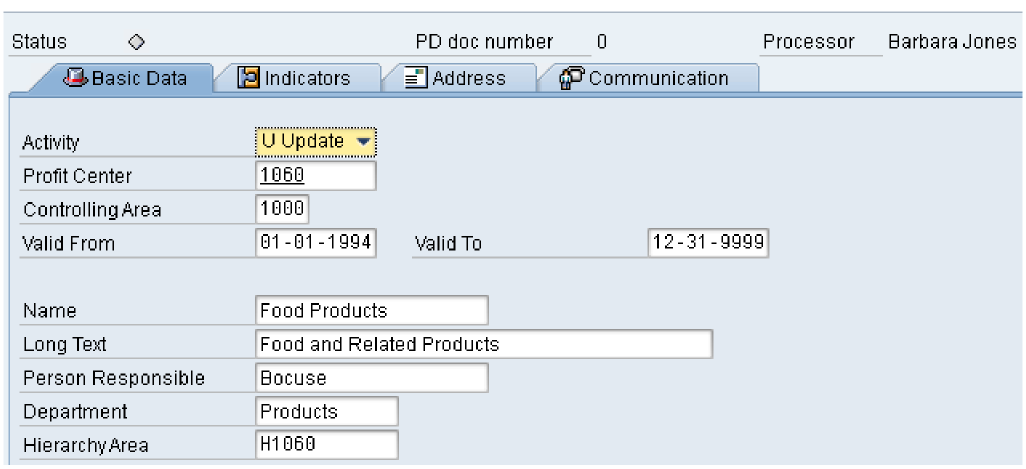
Creating a profit center maintenance request

1. Double-click the appropriate **Profit Center Maintenance** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click .



A new document is created.



3. Fill in any relevant fields on the header data tabs.

4. To specify for which company codes a profit center should be active, add the company codes and select the corresponding **Company code assigned to profit center** check box. To deactivate the profit center for specific company codes, deselect the check box.

5. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Vendor Master Data

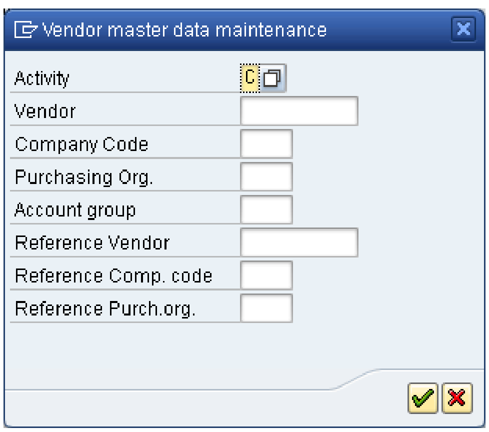
Creating a vendor master maintenance request

1. Double-click the appropriate **Vendor Master Maintenance** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

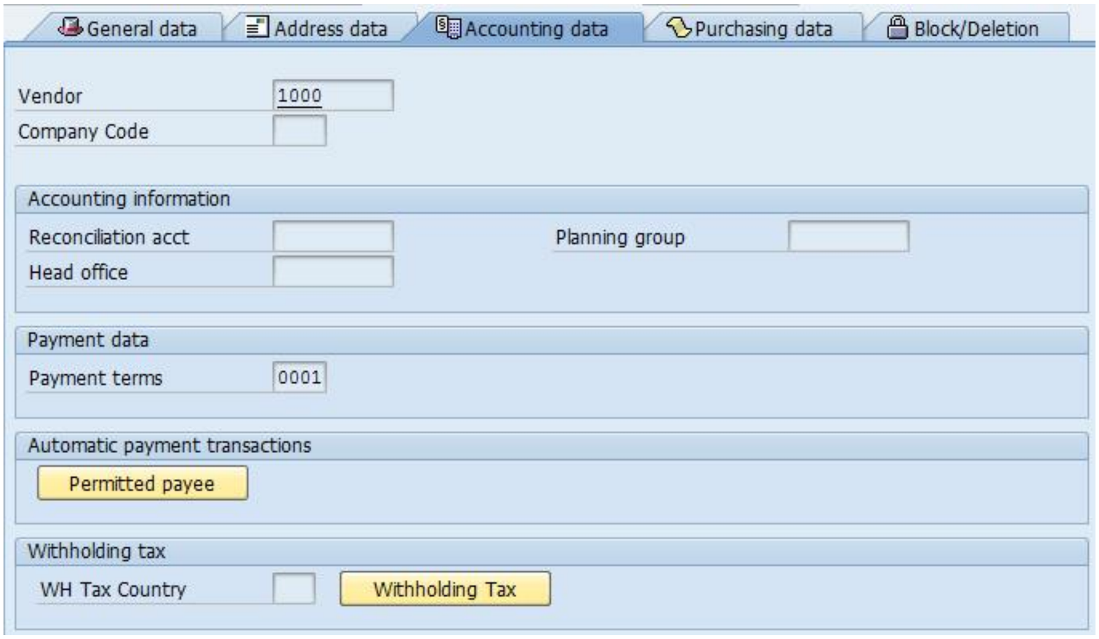
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click .

   You can enter the reference vendor number of an existing vendor and its data will be entered in the new request.

   Note: PROCESS DIRECTOR supports both external and internal number ranges for the vendor account number. Which number range is used depends on the **Account group**. If an internal number range is used, leave the **Vendor** field blank, as it will be generated by the SAP system when the account is created. The system informs you if you need to fill in the **Vendor** field.

   A new document is created.



3. Fill in or edit any relevant fields on the header data tabs.

4. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. Usually, you will need to send the document to a workflow.

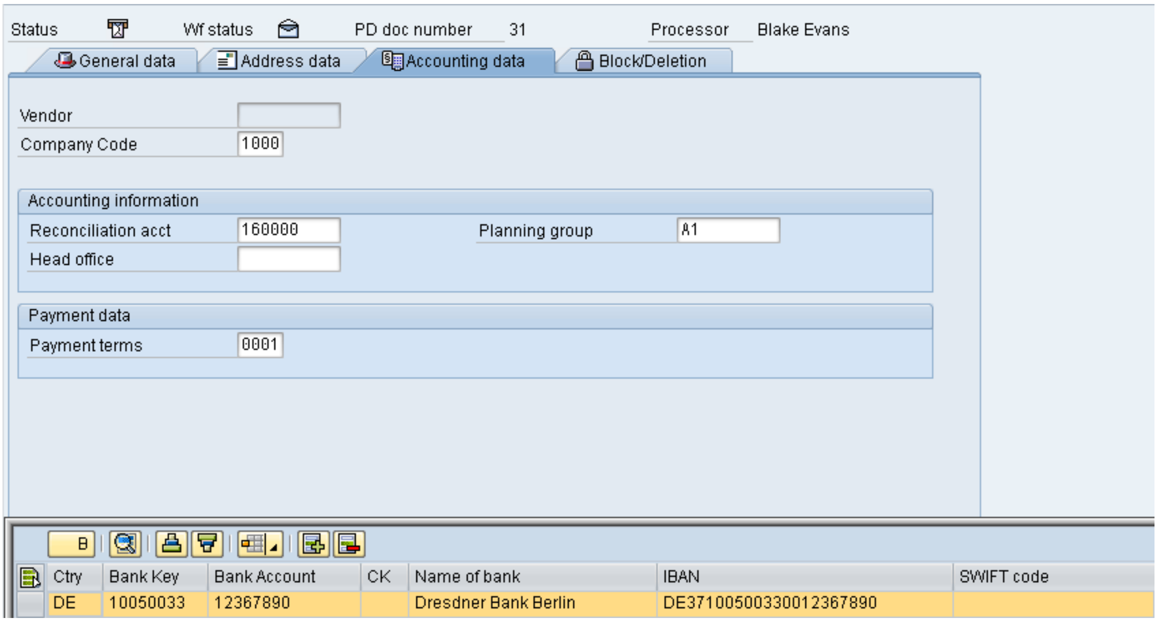
Processing in the workflow

Different users may be responsible for maintaining different types of data, and during the workflow, the users enter the appropriate data. These users will have access to different tabs and fields. For example, purchasing users will be able to see the **Purchasing data** tab and accounting users will be able to see the **Accounting data** tab.

1. Open the document to approve it.

2. Enter all the required data.

3. If necessary and if you have the required rights, add new lines to the bank details, enter the required information and save the document.

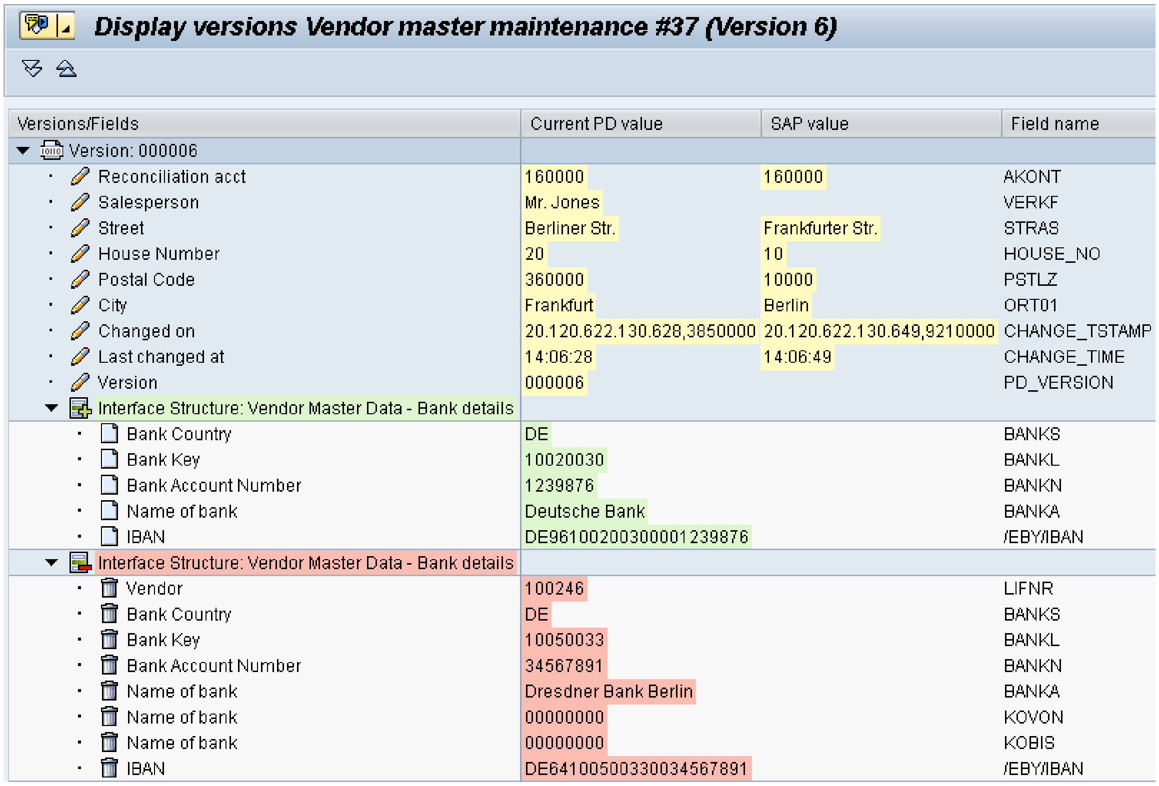


4. Depending on the workflow configuration, the document moves to the next workflow step or the workflow is completed. If the workflow is completed and you have sufficient rights, you can post the document.

When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Comparing to SAP data

You can compare the data in PROCESS DIRECTOR to the data in SAP by clicking the **Compare to SAP Data** button. The yellow highlight indicates the changes made, the green highlight indicates the additions and the red highlight indicates the deletions. See Comparing document versions for more information.

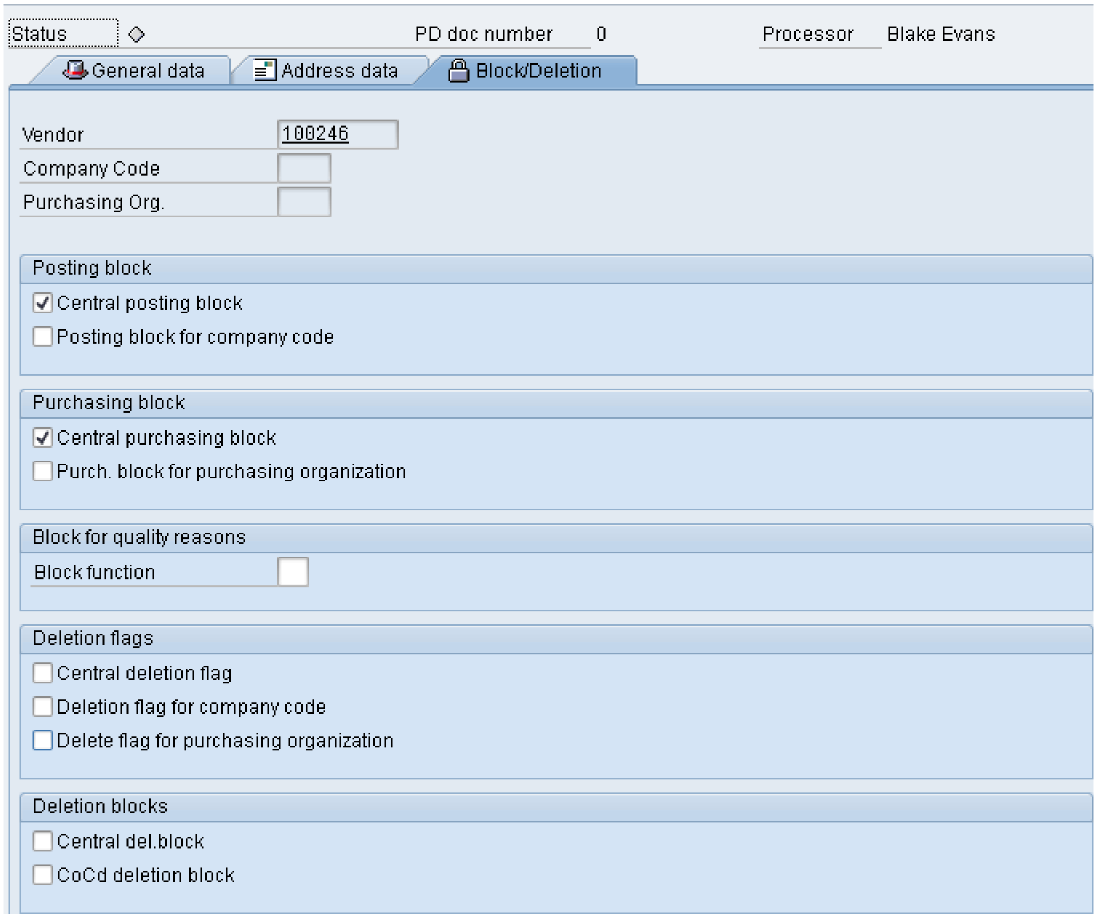


Display versions Vendor master maintenance #37 (Version 6)

Versions/Fields	Current PD value	SAP value	Field name
Version: 000006			
Reconciliation acct	160000	160000	AKONT
Salesperson	Mr. Jones		VERKF
Street	Berliner Str.	Frankfurter Str.	STRAS
House Number	20	10	HOUSE_NO
Postal Code	360000	10000	PSTLZ
City	Frankfurt	Berlin	ORT01
Changed on	20.120.622.130.628,3850000	20.120.622.130.649,9210000	CHANGE_TSTAMP
Last changed at	14:06:28	14:06:49	CHANGE_TIME
Version	000006		PD_VERSION
Interface Structure: Vendor Master Data - Bank details			
Bank Country	DE		BANKS
Bank Key	10020030		BANKL
Bank Account Number	1239876		BANKN
Name of bank	Deutsche Bank		BANKA
IBAN	DE96100200300001239876		/EBY/IBAN
Interface Structure: Vendor Master Data - Bank details			
Vendor	100246		LIFNR
Bank Country	DE		BANKS
Bank Key	10050033		BANKL
Bank Account Number	34567891		BANKN
Name of bank	Dresdner Bank Berlin		BANKA
Name of bank	00000000		KOVON
Name of bank	00000000		KOBIS
IBAN	DE64100500330034567891		/EBY/IBAN

Requests for blocking/deletion

1. Create a new request with the **Update** activity and enter the vendor number.
2. Click the **Block/Deletion** tab.
3. Set the appropriate blocking or deletion options.



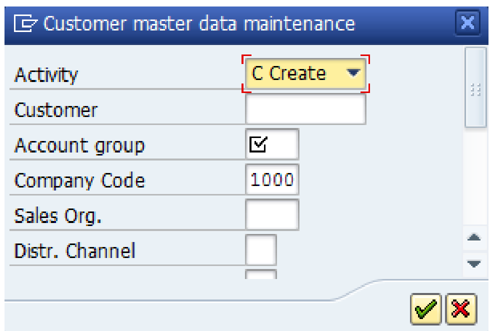
4. Click the **Save** button on the SAP toolbar.

5. When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

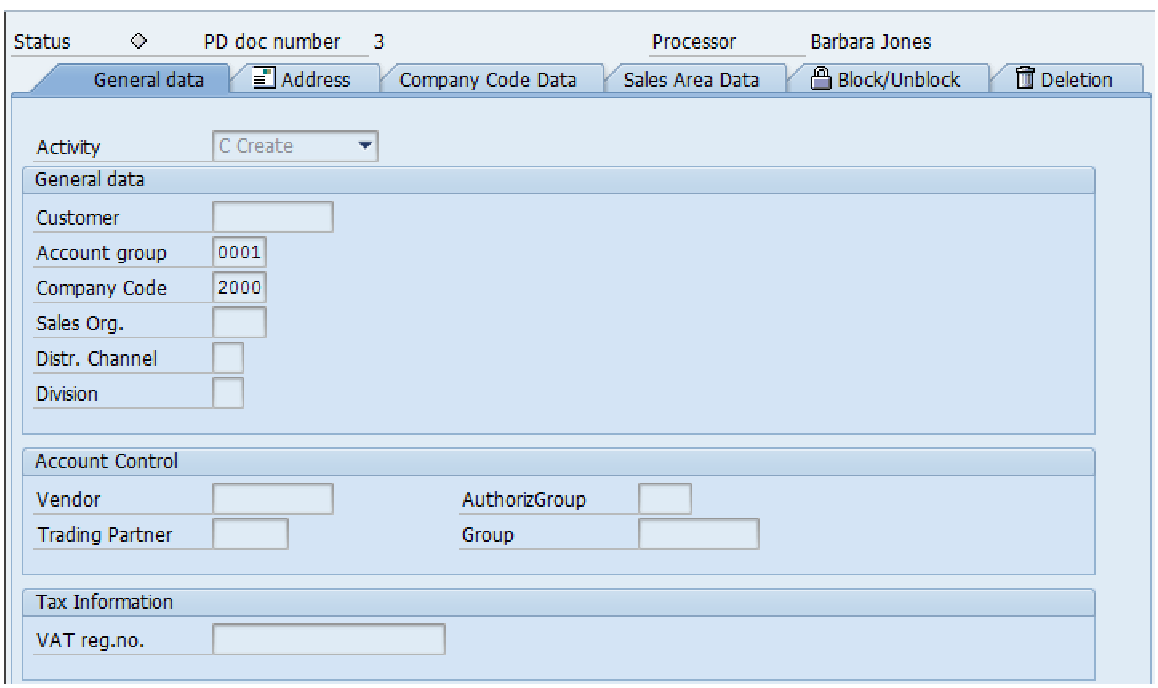
Creating a customer master maintenance request

1. Double-click the appropriate **Customer Master maintenance** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click .



A new document is created.



3. Fill in or edit any relevant fields on the header data tabs.

4. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. Usually, you will need to send the document to a workflow.

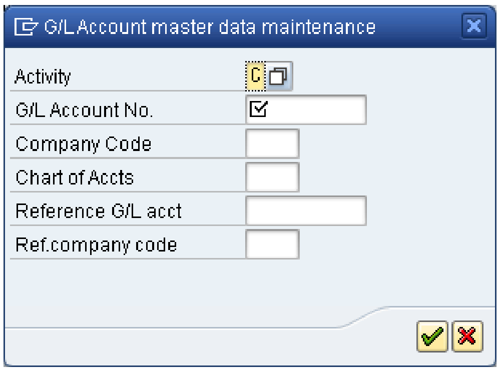
General ledger accounts

Creating a G/L account maintenance request

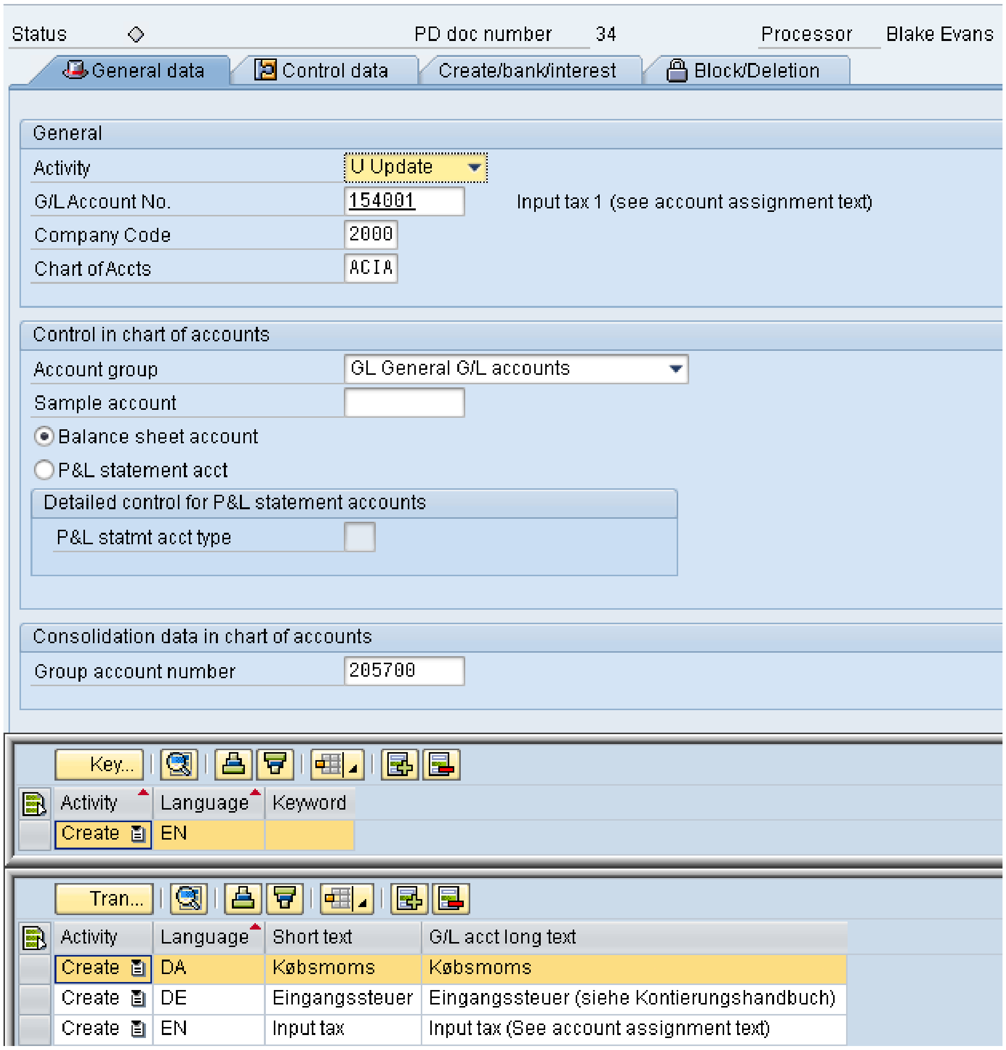
1. Double-click the appropriate **G/L Account Maintenance** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click .

   If necessary, in the **Reference G/L acct** field, you can select an existing G/L account and its data will be entered in the new request.



   A new document is created.



3. Fill in any relevant fields on the header data tabs.

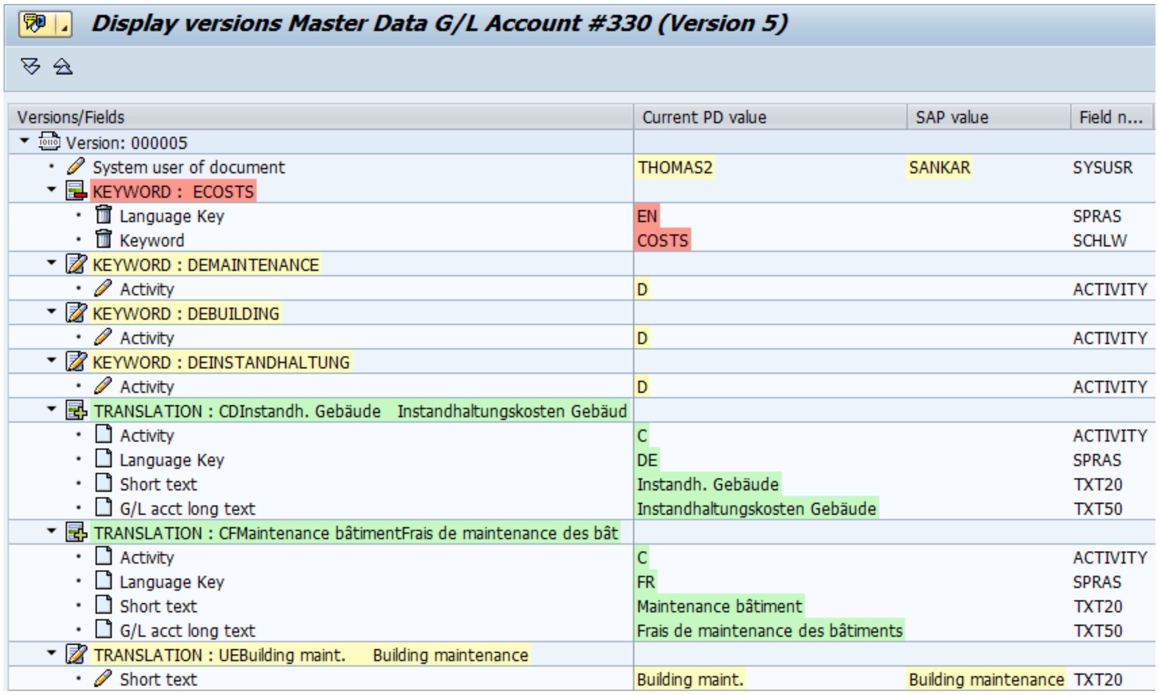
4. If necessary, enter keywords and translation information.

5. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

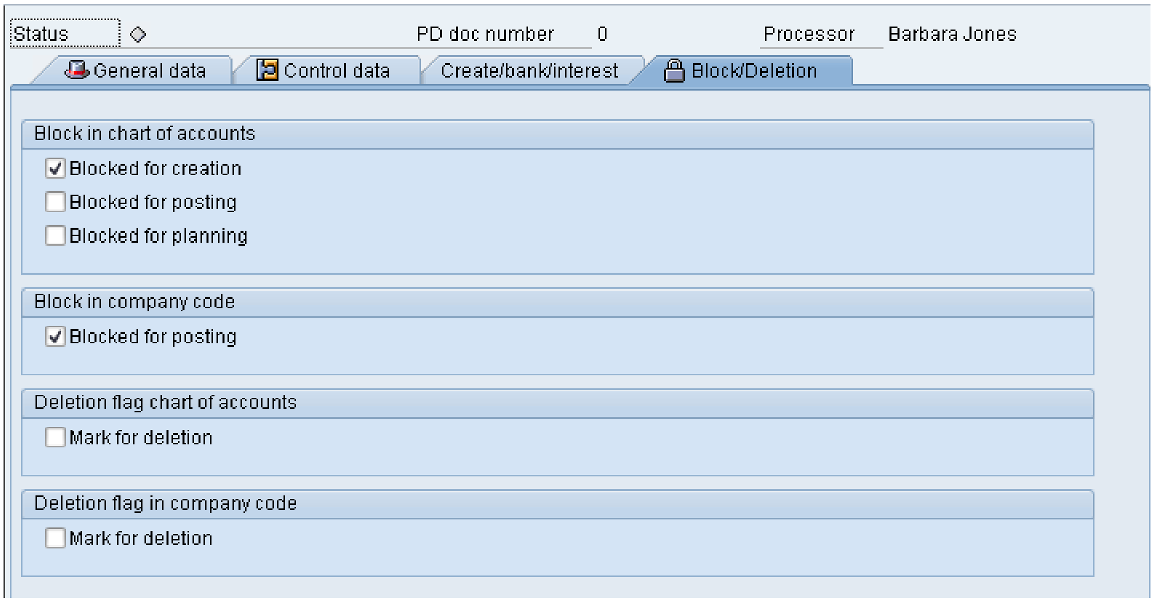
Comparing to SAP data

You can compare the data in PROCESS DIRECTOR to the data in SAP by clicking the **Compare to SAP Data** button. The yellow highlight indicates the changes made, the green highlight indicates the additions and the red highlight indicates the deletions. See Comparing document versions for more information.



Requests for blocking/deletion

1. Create a new request with the **Update** activity and enter the G/L account number.
2. Click the **Block/Deletion** tab.
3. Set the appropriate blocking or deletion options.



4. Click the **Save** button on the SAP toolbar.

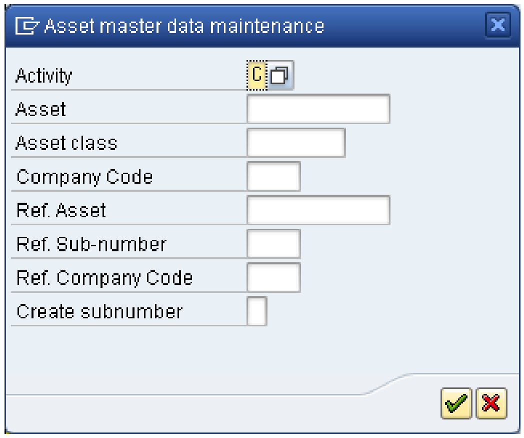
5. When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Creating an asset master maintenance request

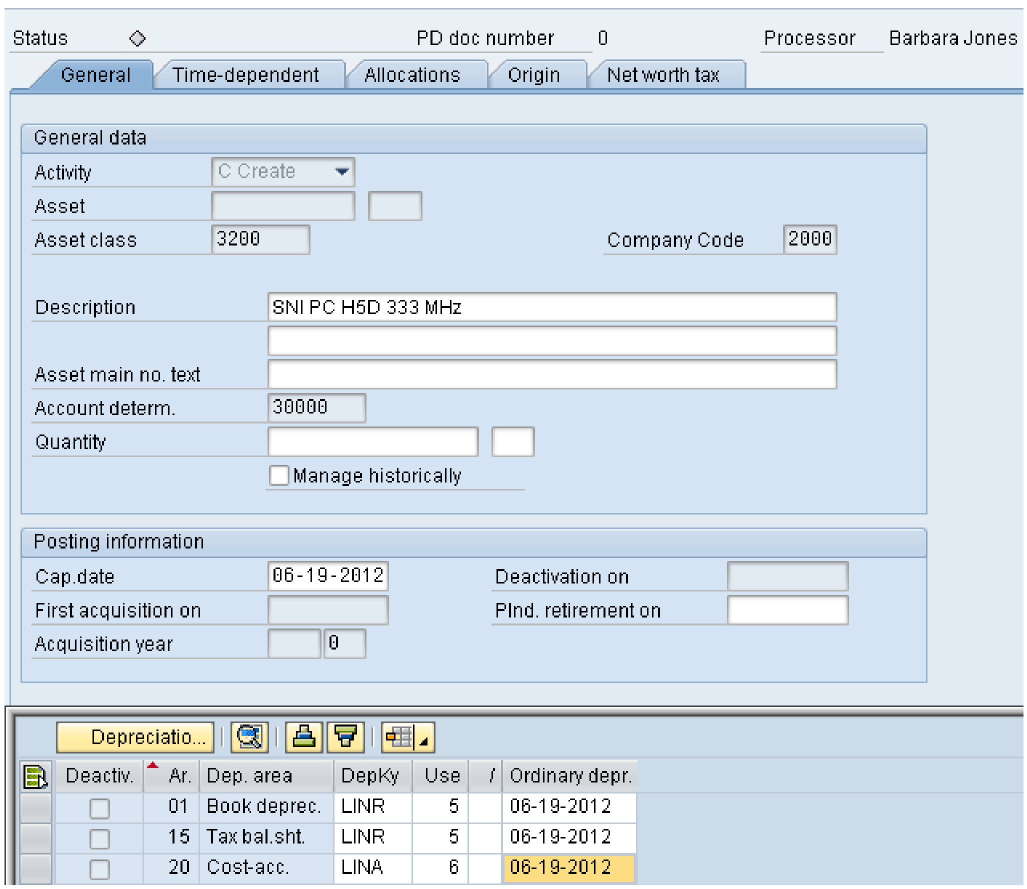
1. Double-click the appropriate **Asset Master Maintenance** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click .

   If necessary, you can enter the reference asset number of an existing asset and its data will be entered in the new request.



A new document is created.



3. Fill in or edit any relevant fields on the header data tabs.

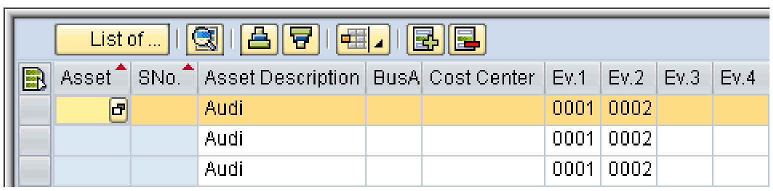
4. If necessary, select the **Deactivation** check boxes for the depreciation areas that need to be inactive for this asset.

5. Click the **Save** button  on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

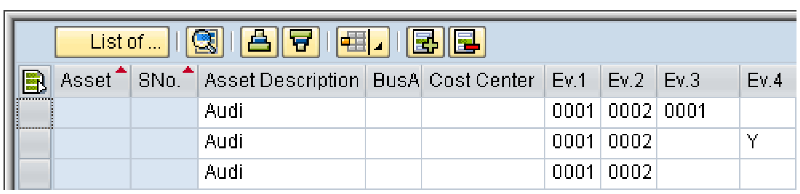
Adding multiple assets to the request

1. Click the **Create new document** button on the Application Toolbar.
2. Select **Create**, fill in the **Asset class** and **Company Code** fields and click .
3. Enter all the data that is the same for all the asset master data records you want to create and save the document.
4. Add new lines to the **List of Assets**. The fields in the lines will be automatically filled in using the data from the header.



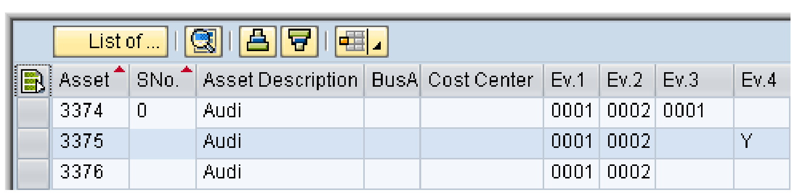
Asset	SNo.	Asset Description	BusA	Cost Center	Ev.1	Ev.2	Ev.3	Ev.4
		Audi			0001	0002		
		Audi			0001	0002		
		Audi			0001	0002		

5. If necessary, change the required fields.



Asset	SNo.	Asset Description	BusA	Cost Center	Ev.1	Ev.2	Ev.3	Ev.4
		Audi			0001	0002	0001	
		Audi			0001	0002		Y
		Audi			0001	0002		

6. Post the document.



Asset	SNo.	Asset Description	BusA	Cost Center	Ev.1	Ev.2	Ev.3	Ev.4
3374	0	Audi			0001	0002	0001	
3375		Audi			0001	0002		Y
3376		Audi			0001	0002		

The assets are created in SAP and the numbers entered in the lines.

Asset management

You can create the following requests for asset management postings:

- Asset acquisition
- Asset transfer

- Asset retirement

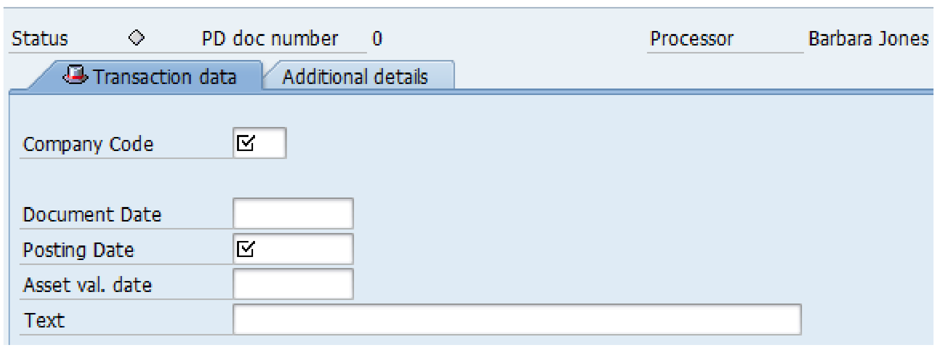
Creating an asset acquisition request

For each asset acquisition posting, a new request needs to be created in PROCESS DIRECTOR. You can also post an acquisition for multiple fixed assets in one request.

To create an asset acquisition request:

1. Double-click the appropriate **Asset Acquisition** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

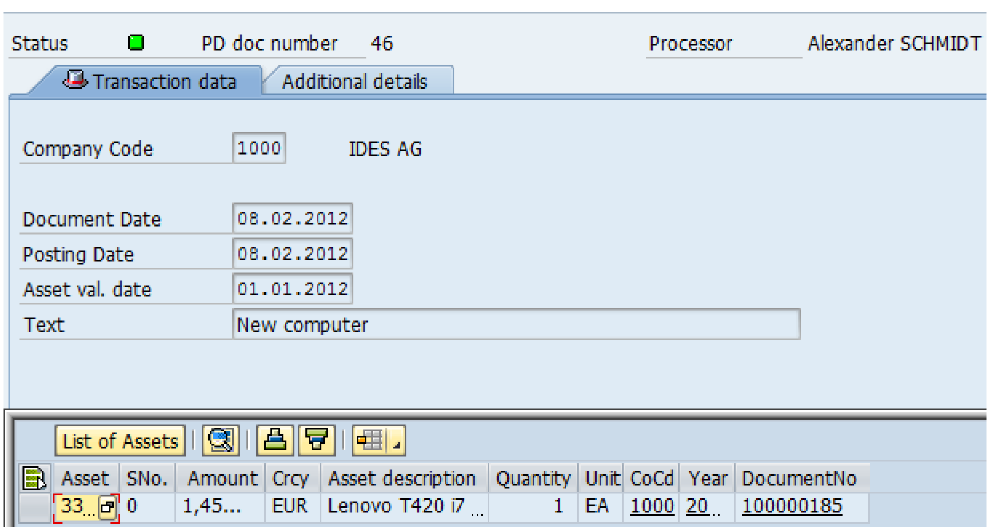
   A new document is created.



2. Fill in the relevant fields on the header data tabs.

3. Enter the line items. Use the **New line** and **Delete** buttons on the line items toolbar to add and delete line items.

4. Click the **Save** button on the SAP toolbar.



When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

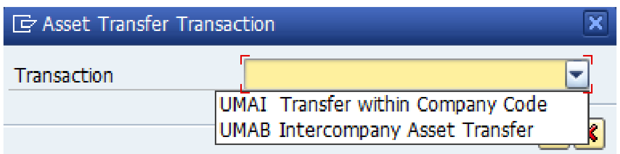
Creating an asset transfer request

Assets can be transferred within one company code or between two different company codes. Before a transfer posting can be triggered, the required asset number should already exist in the receiving company.

To create an asset transfer request:

1. Double-click the appropriate **Asset Transfer Posting** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

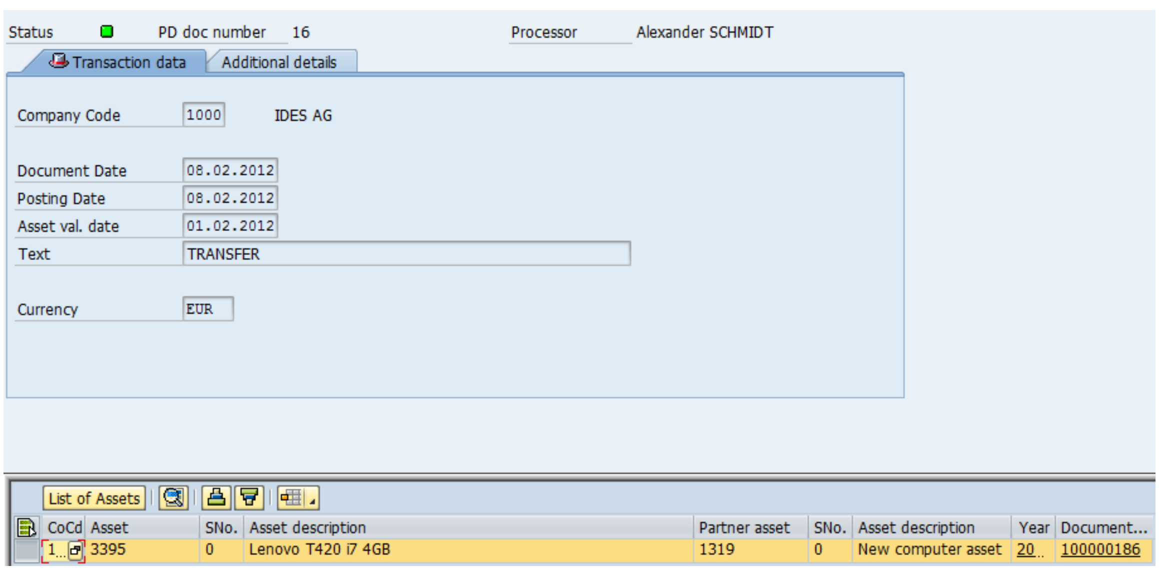
2. Select the type of transaction you would like to create.



3. Fill in the relevant fields on the header data tabs.

4. Enter the line items. Use the **New line** and **Delete** buttons on the line items toolbar to add and delete line items.

5. Click the **Save** button on the SAP toolbar.



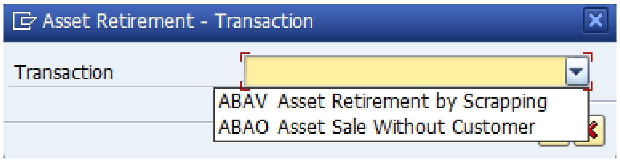
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP.

When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Creating an asset retirement request

1. Double-click the appropriate **Asset Retirement** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

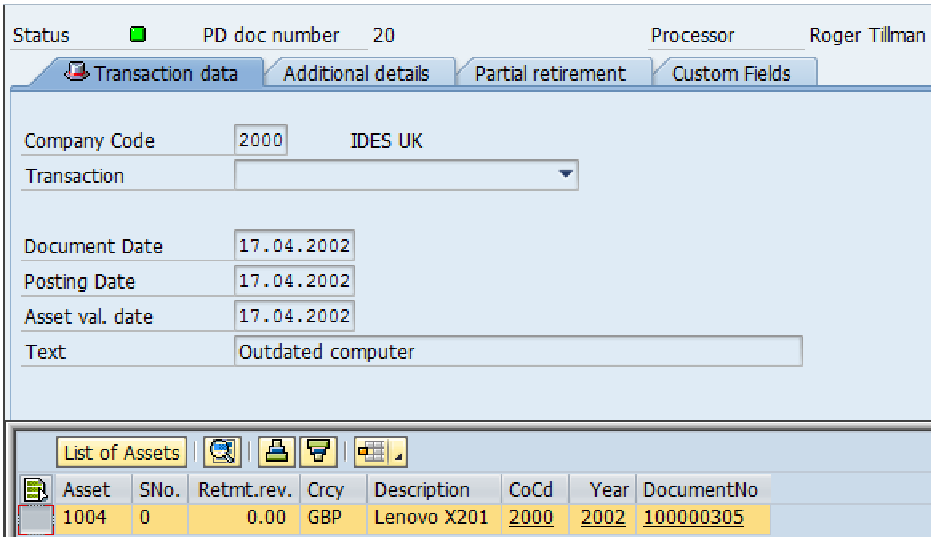
2. Select the type of transaction you would like to create.



3. Fill in the relevant fields on the header data tabs.

4. Enter the line items. Use the **New line** and **Delete** buttons on the line items toolbar to add and delete line items.

5. Click the **Save** button on the SAP toolbar.



When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Customer Orders

PROCESS DIRECTOR for Customer Orders allows users to process sales orders based on incoming purchase orders and post them to SAP. Customer order documents are created in PROCESS DIRECTOR using ReadSoft's DOCUMENTS. This product automatically extracts information from incoming purchase orders, whether they are delivered by fax, on paper or in electronic format, and sends this information to PROCESS DIRECTOR.

PROCESS DIRECTOR matches the information against data in SAP (for example, it checks material numbers, amounts and quantities, customer IDs, VAT and other tax IDs) and also automatically determines organizational and partner data, so that much of the customer order data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR customer order document is assigned the status **In error**. Users can then investigate and make corrections and post the document to SAP.

Processing customer orders

Captured customer order documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually.

1. Double-click the appropriate **Customer Orders** category in the Worklist.

   The document list displays all customer order documents. Documents that contain errors have the status **In error**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.

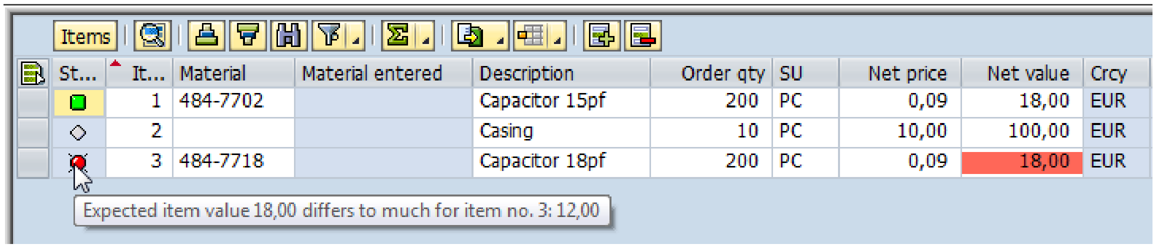
3. If necessary, display further information. On the Application Toolbar, click:

   - Items to display customer order line items
   - Partners to display partner information
   - to display messages
   - to display the document image (if available)

4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).

5. Click the **Check** button on the Application Toolbar. The system messages resulting from the check will help you to identify the errors.

   Status icons at the line item level indicate whether or not the line item contains errors.



The field containing the error is highlighted, and the status tooltip displays a message explaining what the problem is.

6. Click the **Display <-> Change** button and correct the errors.

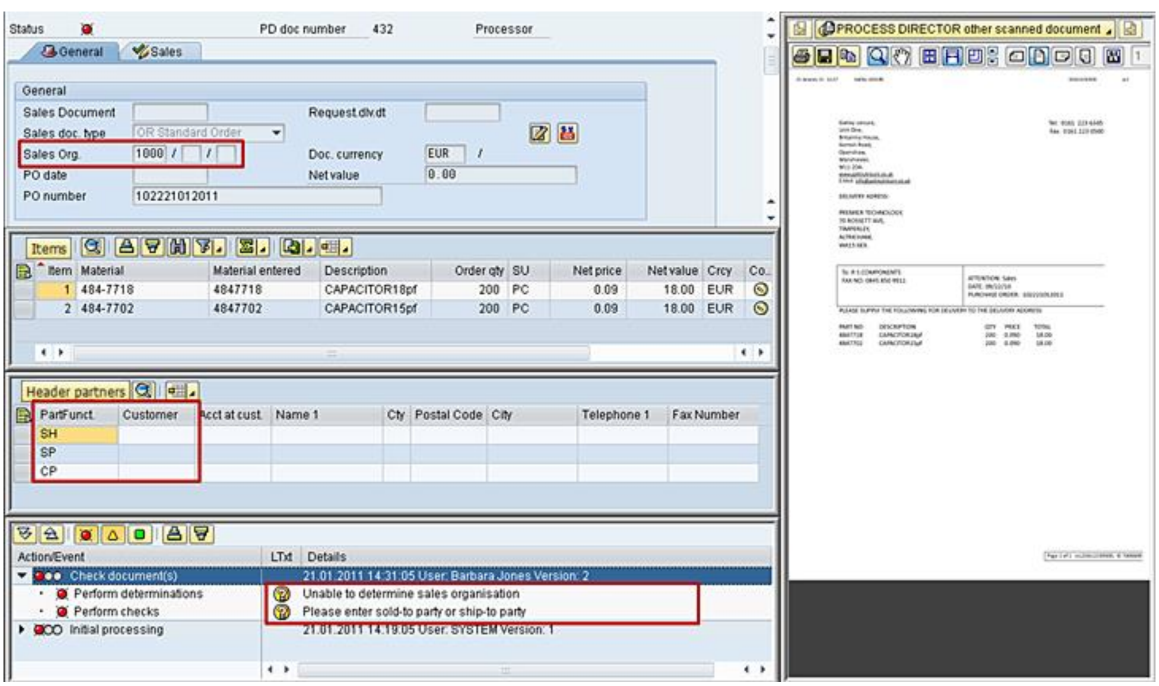
7. Click the **Save** button on the SAP toolbar.

If all information has been entered correctly, the document has the status **No sales order created**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the customer order has been posted, the PROCESS DIRECTOR document status changes to **Sales order posted**.

Example

In the following example, neither the ship-to party nor the sold-to party have been transferred from the captured document to PROCESS DIRECTOR. PROCESS DIRECTOR can also not determine the sales organization, as this derived from the Sold-to party.

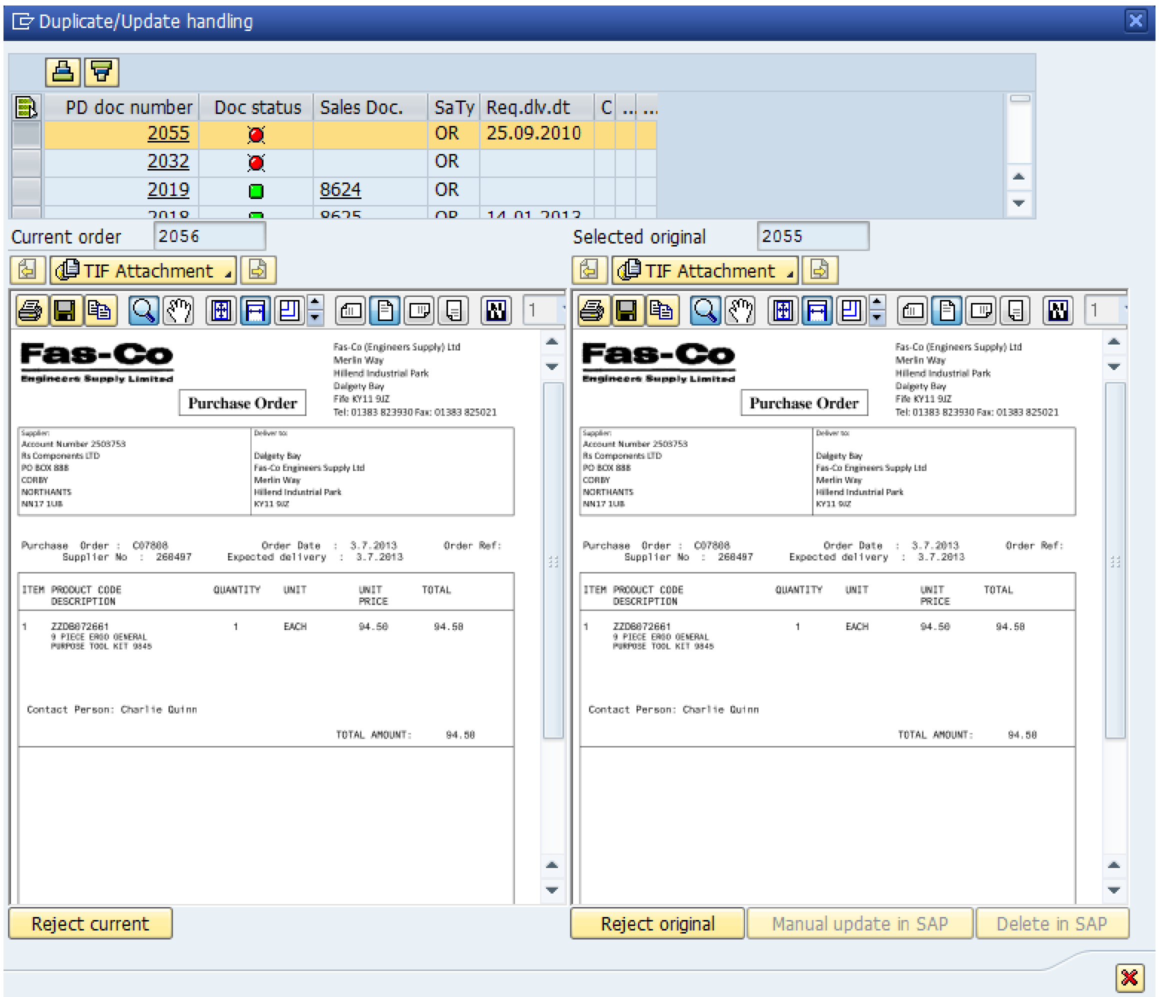
To correct the error, enter the sold-to party (**SH**). The system will then be able to determine the sales organization.



Handling duplicate orders

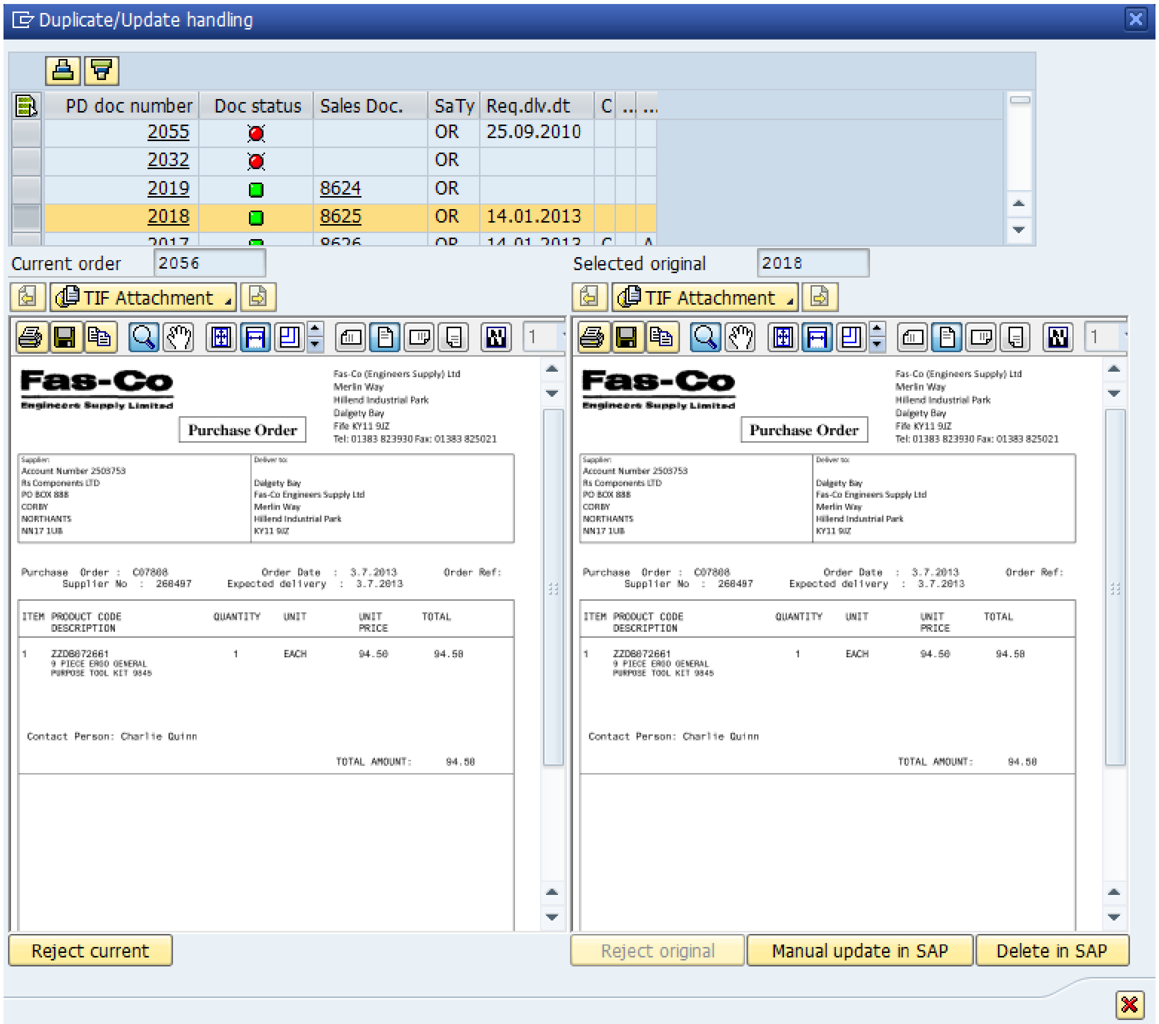
Depending on the configuration, if two or more customer order documents have the same PO number, the system will detect them as duplicates when you check or post the document. The **Duplicate/Update handling** dialog box is displayed, where you can view and compare the documents.

1. Select the document that you want to compare to the current order.



2. You can then opt to reject the current document or the original document.

   If the original document has already been posted, you cannot directly reject it in PROCESS DIRECTOR. You have to either manually update or delete it in SAP.



KPI reports

Overview

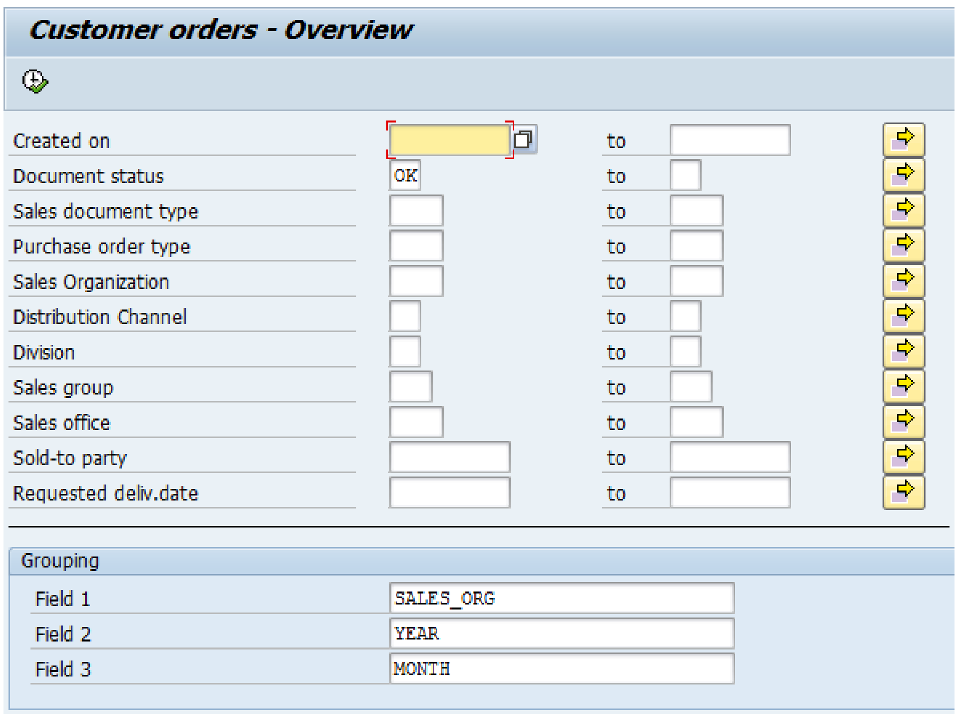
PROCESS DIRECTOR provides the following seven Customer Orders KPI (Key Performance Indicator) reports. These are available as ALV reports. See the SAP documentation for information on using ALV reports.

To call up the reports, go to SE38, enter the report name and click the **Execute** button or press F8.

Report	Report name
Customer orders - Overview	/EBY/PDSO_KPI1
Customer orders - Item overview	/EBY/PDSO_KPI2

Customer orders - Processing issues	/EBY/PDSO_KPI3
Customer orders - Processing statistics	/EBY/PDSO_KPI4
Customer orders - Currently running workflows	/EBY/PDSO_KPI5
Customer orders - Approver time	/EBY/PDSO_KPI6
PD Documents - (cross-process) overview	/EBY/PDSO_KPI7

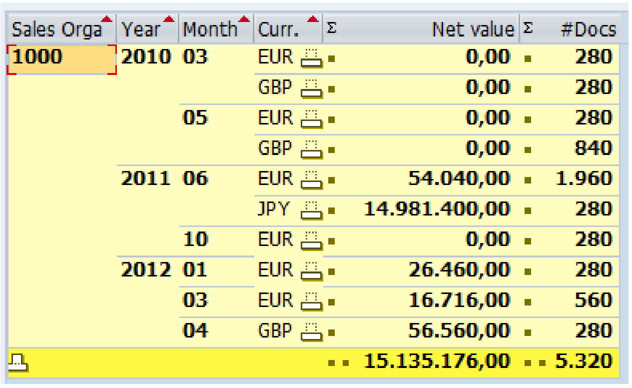
Each report provides a number of selection criteria to limit the report to specific documents. In addition, it is possible to specify up to three fields by which the information in the report is grouped. For example, the information can be displayed per sales organization, year and month.



Customer Orders overview

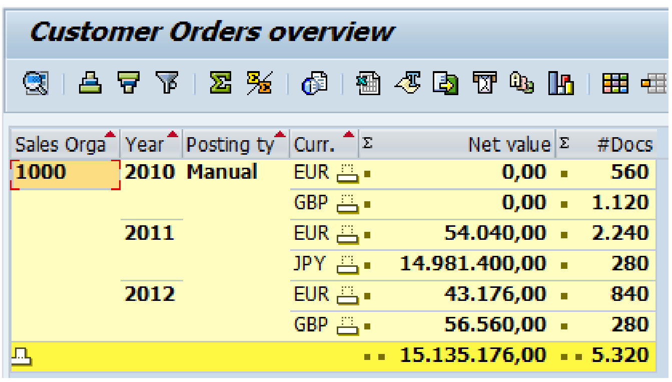
This report gives an overview of the customer order data. It displays the net value and number of documents.

Examples



Sales Orga	Year	Month	Curr.	Σ Net value	Σ #Docs
1000	2010	03	EUR	0,00	280
			GBP	0,00	280
		05	EUR	0,00	280
			GBP	0,00	840
	2011	06	EUR	54.040,00	1.960
			JPY	14.981.400,00	280
		10	EUR	0,00	280
	2012	01	EUR	26.460,00	280
		03	EUR	16.716,00	560
		04	GBP	56.560,00	280
				15.135.176,00	5.320

Report grouped by sales organization, year and month

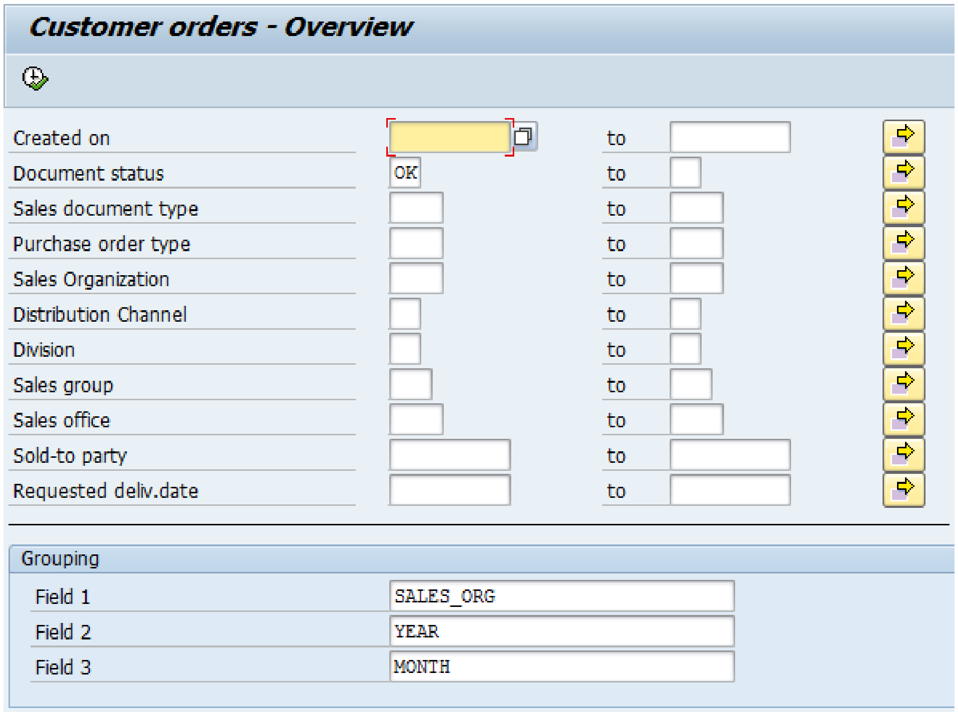


Customer Orders overview

Sales Orga	Year	Posting ty	Curr.	Σ Net value	Σ #Docs
1000	2010	Manual	EUR	0,00	560
			GBP	0,00	1.120
	2011		EUR	54.040,00	2.240
			JPY	14.981.400,00	280
	2012		EUR	43.176,00	840
			GBP	56.560,00	280
				15.135.176,00	5.320

Report grouped by sales organization, year and posting type

Selection criteria



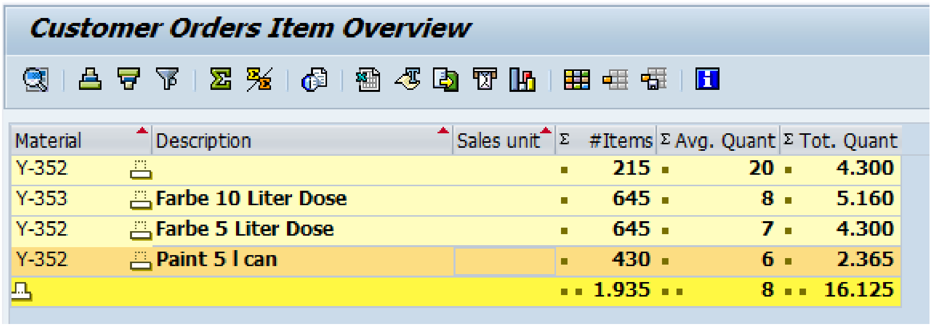
Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
POST_TYPE	P.Type
PO_METHOD	Customer purchase order type
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

Customer orders - Item overview

This report provides a variety of information about customer orders, including item-level information (number of order items, average quantity and total line item quantity).

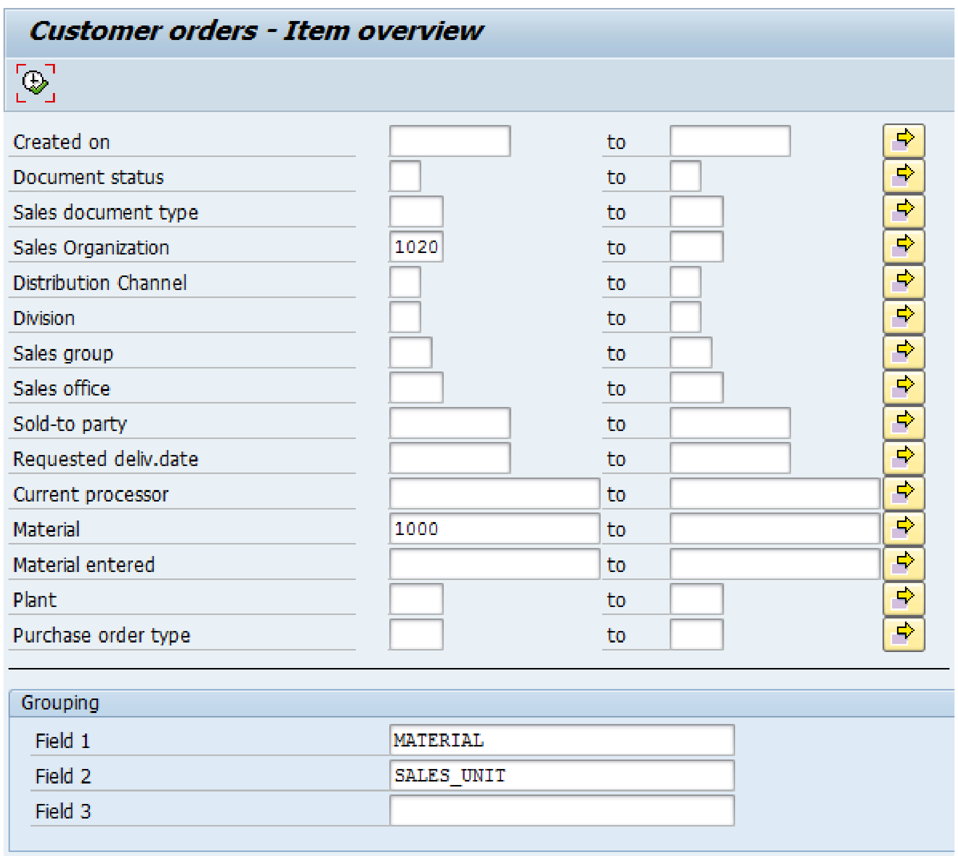
Example



Customer Orders Item Overview

Material	Description	Sales unit	Σ #Items	Σ Avg. Quant	Σ Tot. Quant
Y-352			215	20	4.300
Y-353	Farbe 10 Liter Dose		645	8	5.160
Y-352	Farbe 5 Liter Dose		645	7	4.300
Y-352	Paint 5 l can		430	6	2.365
			1.935	8	16.125

Selection criteria



Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DOC_TYPE	Sales Document Type
MATERIAL	Material Number
MAT_ENTRD	Material entered
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
PLANT	Plant
POST_TYPE	P.Type
PO_METHOD	Customer purchase order type
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
SALES_UNIT	Sales unit
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

Customer orders - Processing issues

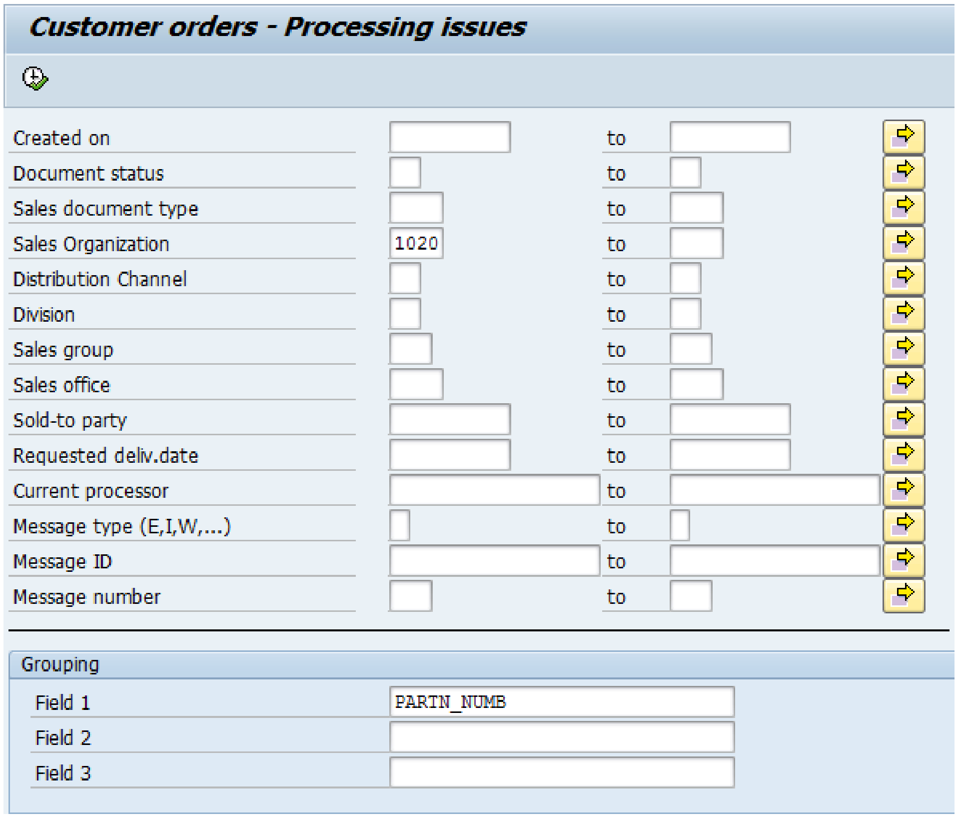
This report provides information about the errors that occur during the processing of customer orders.

Example

Customer orders - Processing issues

Customer	Name 1	Msg...	Message text	%Docs	#Docs
0000001258	Cranfield Aerospace Ltd.	45	Unable to determine sales organisation	0,11	2
		112	Please enter sold-to party or ship-to party	0,11	2
0000001000	Becker Berlin		Unable to determine material number of	0,51	9
		45	Unable to determine sales organisation	0,17	3
		15	Expected item value differs to much for item no. :	0,17	3
		12	Customer PO already used in PD document	0,51	9
		9	Order without net value	0,17	3
		15	The reference has already been completely copied or rejected	0,06	1
		197	Sold-to party not maintained for sales area	0,17	3
		112	Please enter sold-to party or ship-to party	1,08	19

Selection criteria



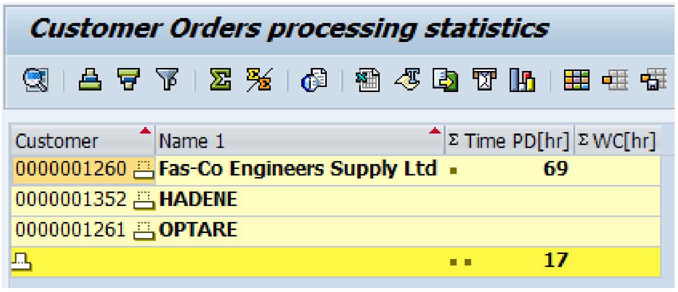
Grouping criteria

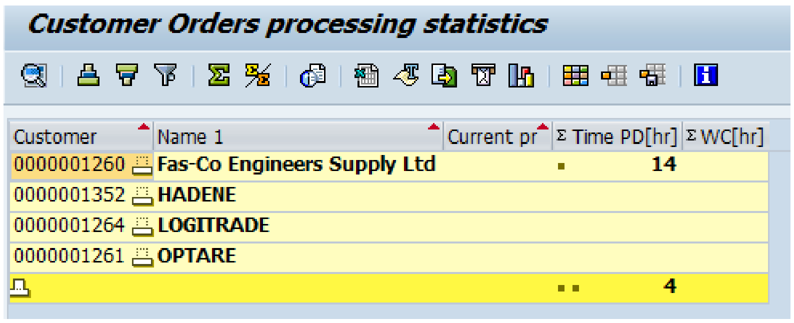
Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
MSG_ID	Message ID
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

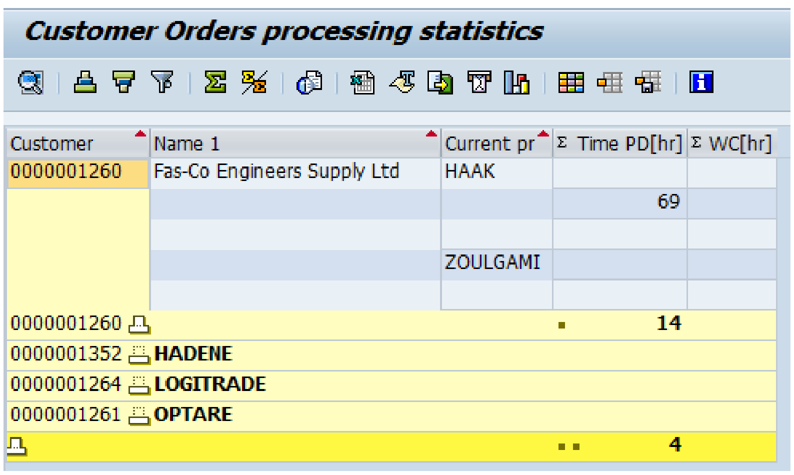
Customer orders - Processing statistics

This report provides statistical information about the processing of customer orders.

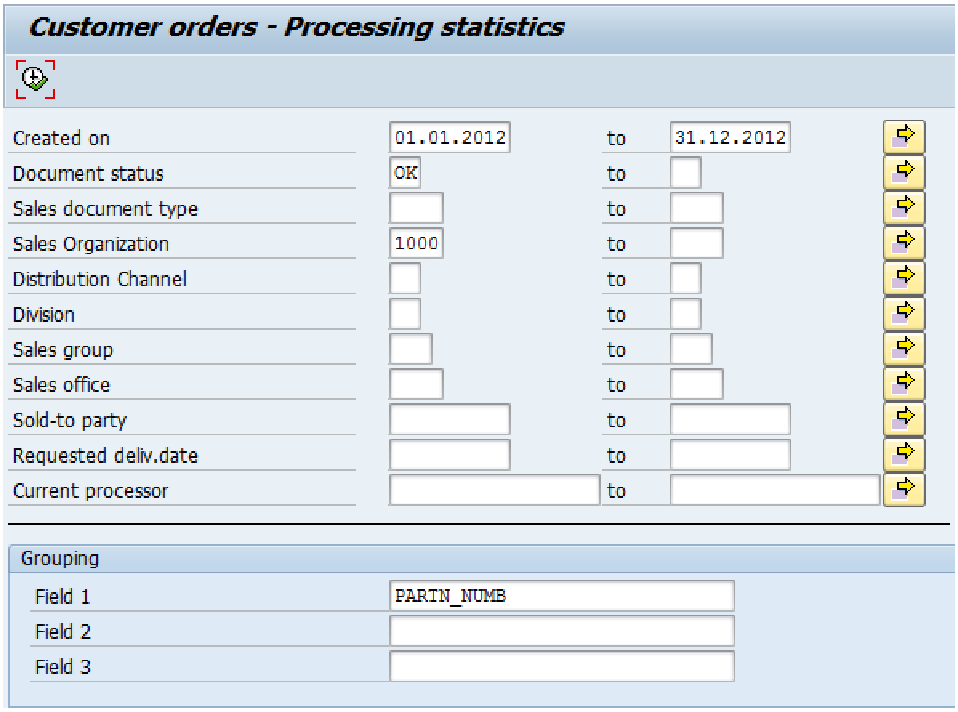
Examples



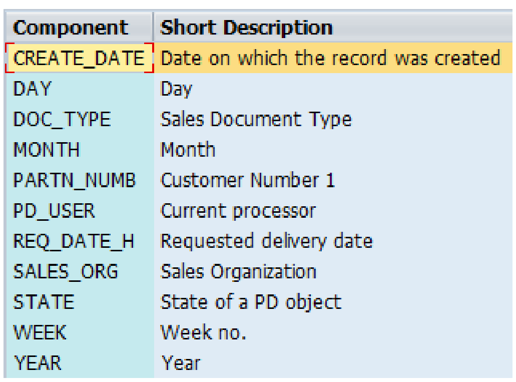




Selection criteria



Grouping criteria

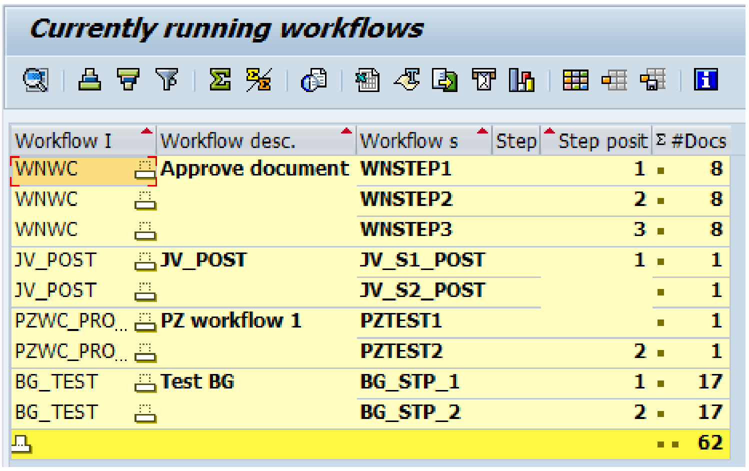


Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

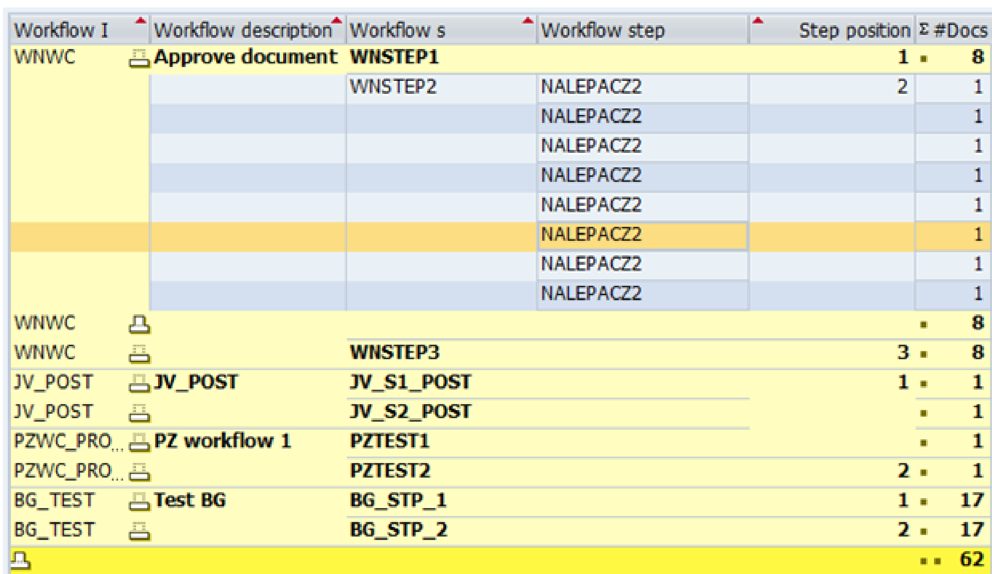
Customer orders - Currently running workflows

This report provides information about the currently running workflows.

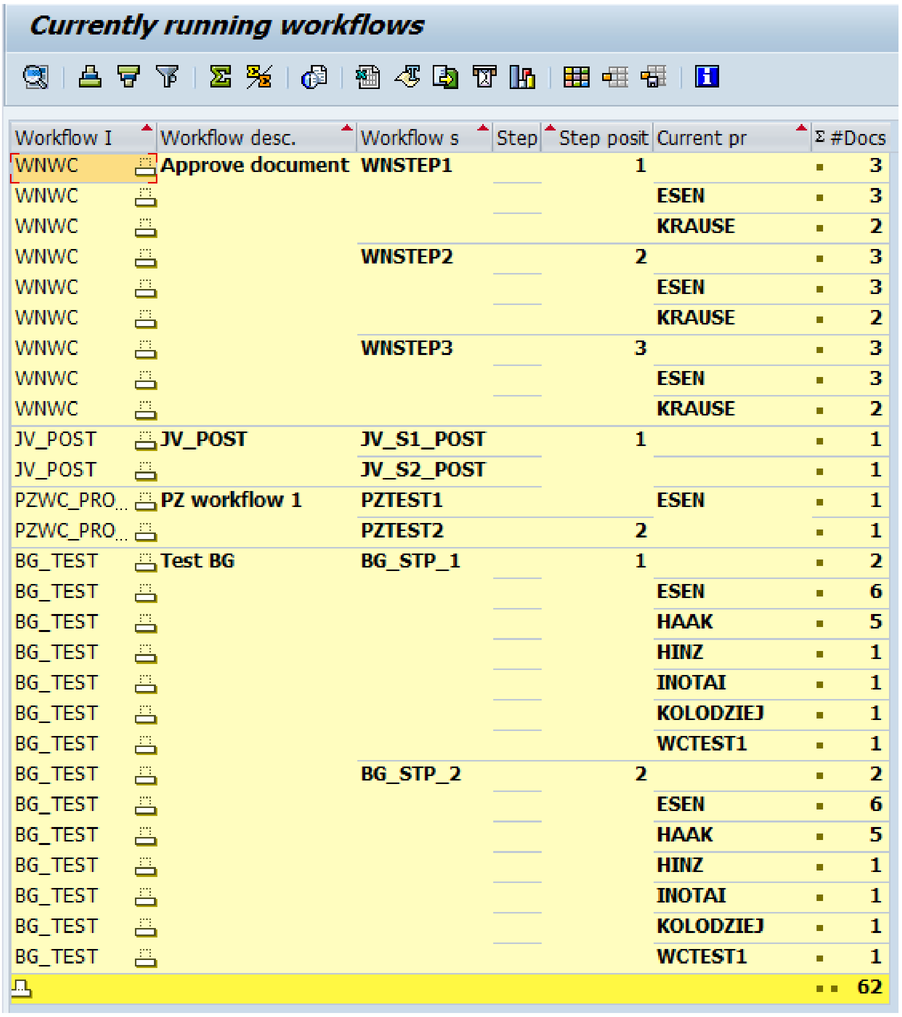
Examples



Workflow I	Workflow desc.	Workflow s	Step	Step posit	Σ #Docs
WNWC	Approve document	WNSTEP1		1	8
WNWC		WNSTEP2		2	8
WNWC		WNSTEP3		3	8
JV_POST	JV_POST	JV_S1_POST		1	1
JV_POST		JV_S2_POST			1
PZWC_PRO...	PZ workflow 1	PZTEST1			1
PZWC_PRO...		PZTEST2		2	1
BG_TEST	Test BG	BG_STP_1		1	17
BG_TEST		BG_STP_2		2	17
					62



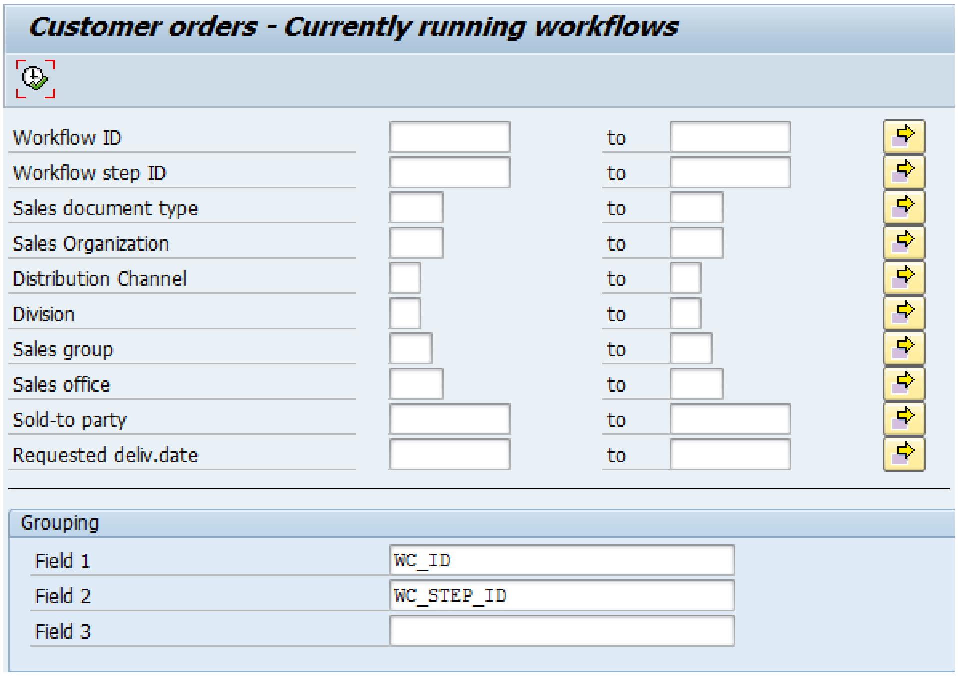
Workflow I	Workflow description	Workflow s	Workflow step	Step position	Σ #Docs
WNWC	Approve document	WNSTEP1		1	8
		WNSTEP2	NALEPACZ2	2	1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
WNWC					8
WNWC		WNSTEP3		3	8
JV_POST	JV_POST	JV_S1_POST		1	1
JV_POST		JV_S2_POST			1
PZWC_PRO...	PZ workflow 1	PZTEST1			1
PZWC_PRO...		PZTEST2		2	1
BG_TEST	Test BG	BG_STP_1		1	17
BG_TEST		BG_STP_2		2	17
					62



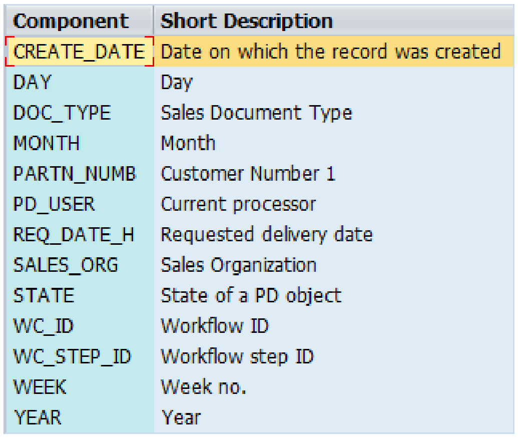
Currently running workflows

Workflow I	Workflow desc.	Workflow s	Step	Step posit	Current pr	Σ #Docs
WNWC	Approve document	WNSTEP1		1		3
WNWC					ESEN	3
WNWC					KRAUSE	2
WNWC		WNSTEP2		2		3
WNWC					ESEN	3
WNWC					KRAUSE	2
WNWC		WNSTEP3		3		3
WNWC					ESEN	3
WNWC					KRAUSE	2
JV_POST	JV_POST	JV_S1_POST		1		1
JV_POST		JV_S2_POST				1
PZWC_PRO...	PZ workflow 1	PZTEST1			ESEN	1
PZWC_PRO...		PZTEST2		2		1
BG_TEST	Test BG	BG_STP_1		1		2
BG_TEST					ESEN	6
BG_TEST					HAAK	5
BG_TEST					HINZ	1
BG_TEST					INOTAI	1
BG_TEST					KOLODZIEJ	1
BG_TEST					WCTEST1	1
BG_TEST		BG_STP_2		2		2
BG_TEST					ESEN	6
BG_TEST					HAAK	5
BG_TEST					HINZ	1
BG_TEST					INOTAI	1
BG_TEST					KOLODZIEJ	1
BG_TEST					WCTEST1	1
						62

Selection criteria



Grouping criteria

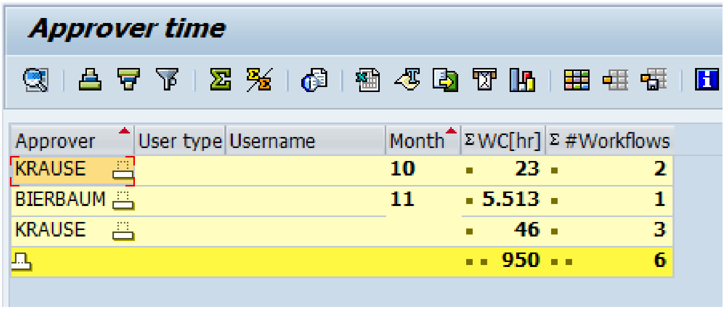


Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WC_ID	Workflow ID
WC_STEP_ID	Workflow step ID
WEEK	Week no.
YEAR	Year

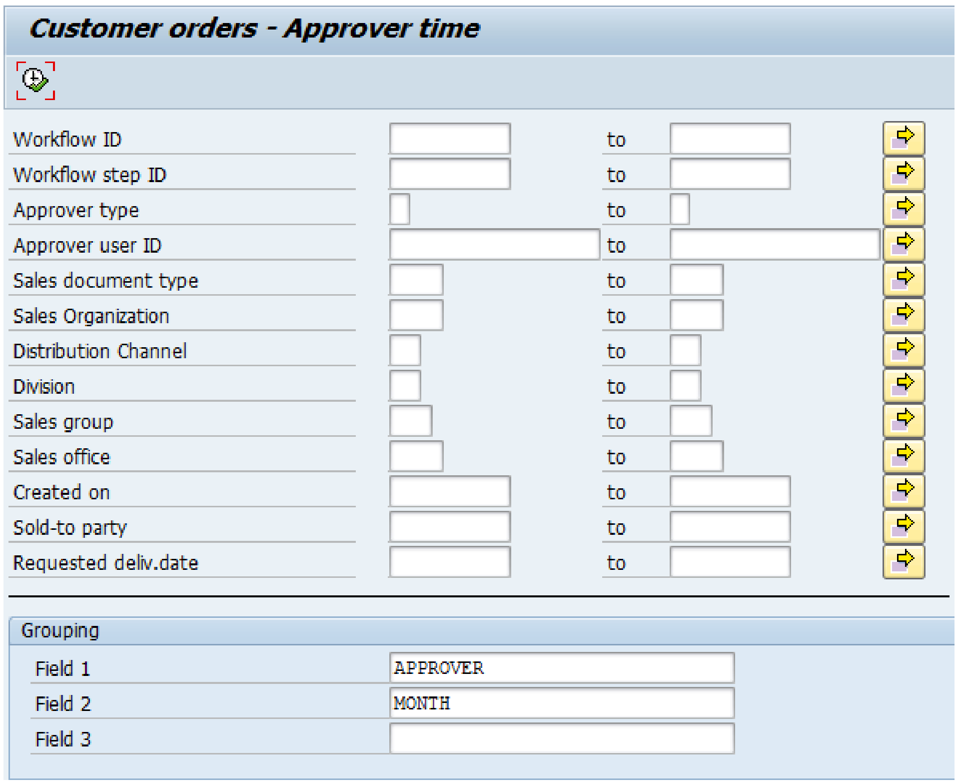
Customer orders - Approver time

This report provides information about the average time each approver spends on a workflow.

Example



Selection criteria



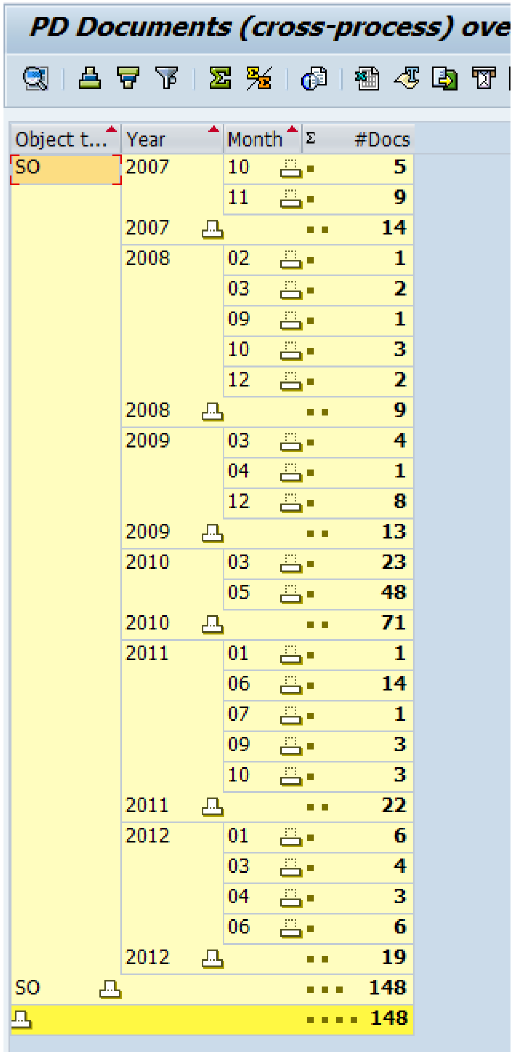
Grouping criteria

Component	Short Description
APPROVER	ApprovedBy
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WC_ID	Workflow ID
WC_STEP_ID	Workflow step ID
WEEK	Week no.
YEAR	Year

PD Documents - (cross-process) overview

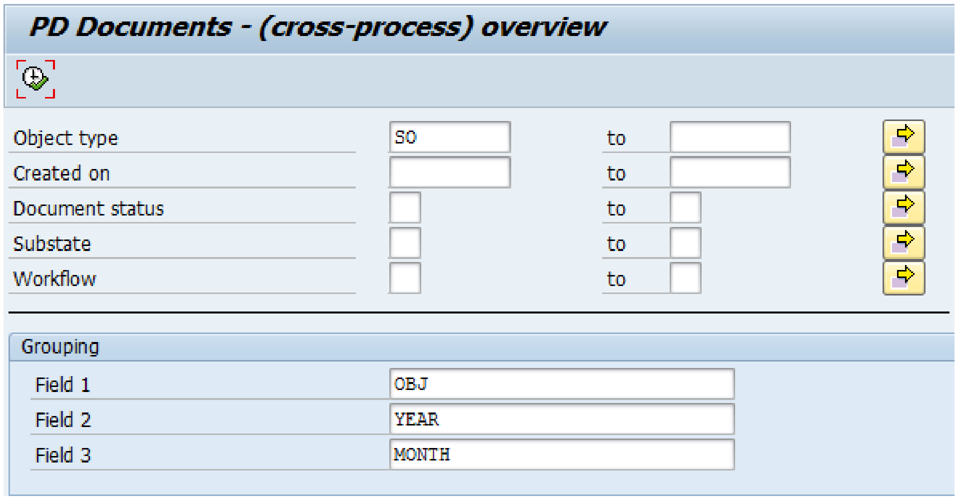
This report provides information about the total number of PD documents for all the processes. However, no document-specific information will be displayed.

Example


PD Documents (cross-process) ove

Object t...	Year	Month	Σ	#Docs
SO	2007	10		5
		11		9
	2007			14
	2008	02		1
		03		2
		09		1
		10		3
		12		2
	2008			9
	2009	03		4
		04		1
		12		8
	2009			13
	2010	03		23
		05		48
	2010			71
	2011	01		1
		06		14
		07		1
		09		3
		10		3
	2011			22
	2012	01		6
		03		4
		04		3
		06		6
	2012			19
SO				148
				148

Selection criteria



Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
MONTH	Month
OBJ	Object type
PD_USER	Current processor
STATE	State of a PD object
SUBSTATE	Substate of a PD object, e.g. more specific error code
WEEK	Week no.
WORKFLOW_STATE	Generic workflow state of a document
YEAR	Year

Payment Advices

PROCESS DIRECTOR for Payment Advices allows users to process payment advices and post them to SAP. Payment advice documents are created in PROCESS DIRECTOR using ReadSoft's DOCUMENTS. This product automatically extracts information from incoming payment advices, whether they are delivered by fax, on paper or in electronic format, and sends this information to PROCESS DIRECTOR.

PROCESS DIRECTOR matches the information against data in SAP and also automatically determines organizational and other data, so that much of the payment advice data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR payment advice document is assigned the status **In error**. Users can then investigate and make corrections and post the document to SAP.

Processing payment advices

Captured payment advice documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually.

1. Double-click the **Payment Advices** category in the Worklist.

   The document list displays all payment advice documents. Documents that contain errors have the status **In error**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.

3. If necessary, display further information. On the Application Toolbar, click:

   - Items to display payment advice line items
   - to display messages
   - to display the document image (if available)

4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).

5. Click the **Check** button. The system messages resulting from the check will help you to identify the errors.

6. Click the **Display <-> Change** button and correct the errors.

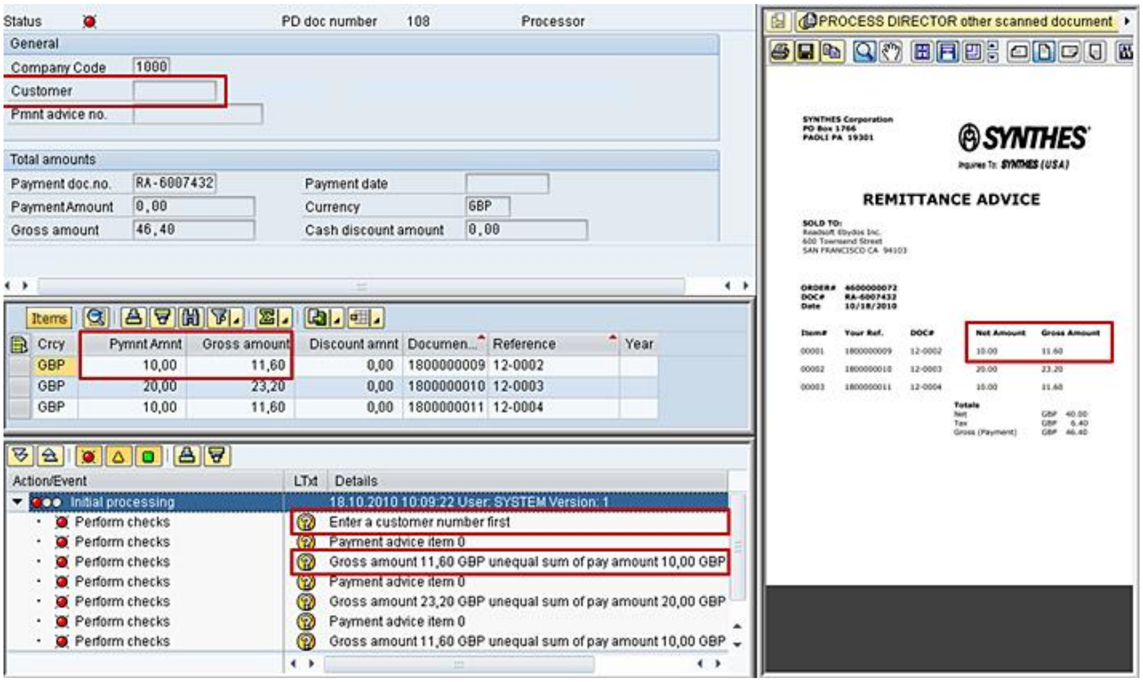
7. Click the **Save** button on the SAP toolbar.

If all information has been entered correctly, the document has the status **Correct**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the payment advice has been posted, the PROCESS DIRECTOR document status changes to **Posted**.

Example

In the following example, no customer number has been captured. In addition, the net and gross amounts on the captured payment advice and the payment amount have been incorrectly interpreted.

To correct the error, enter the customer number. Then change the entries in the **Pymnt Amnt** column to match the entries in the **Gross Amount** column.



Payment Approvals

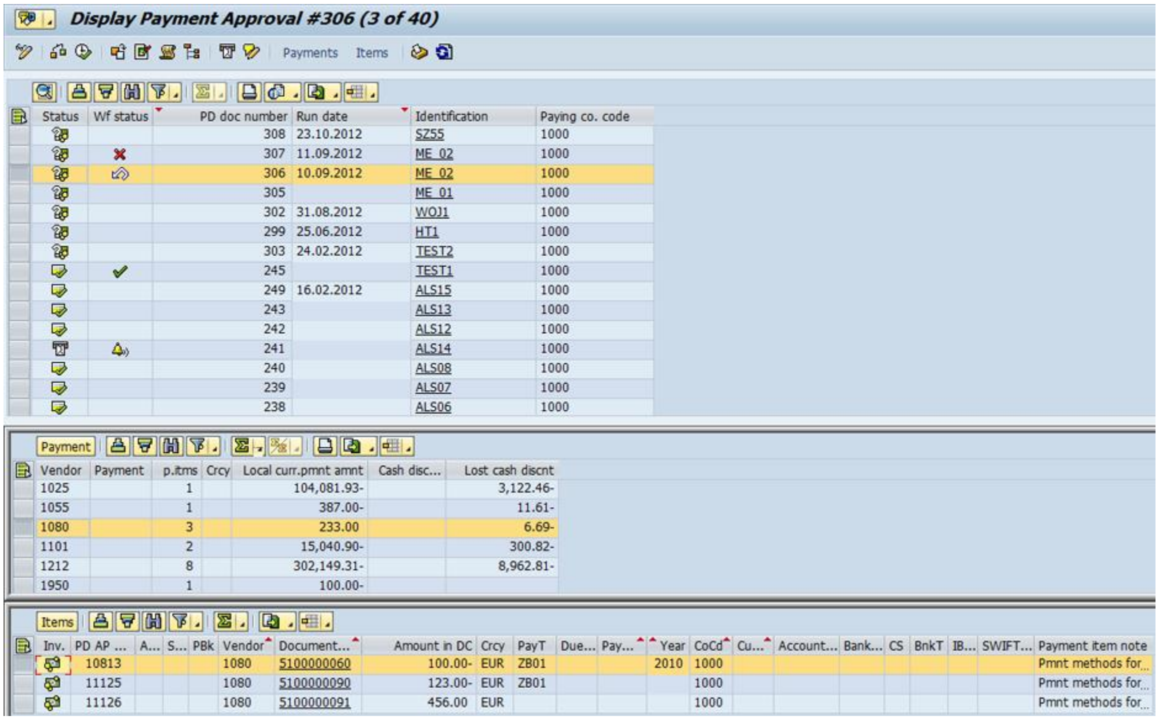
PROCESS DIRECTOR for Payment Approvals allows users to view and approve payment proposals that have been created with SAP transaction F110. When a payment proposal is created in SAP, it is displayed in the PROCESS DIRECTOR Payment Approvals overview list. It can then be sent to a workflow for approval. During approval, users can add, remove or change payment block indicators for individual items in the proposal. Payment items for which the payment block indicator has been changed are clearly marked with a status icon in the overview list.

Changes made in PROCESS DIRECTOR are automatically transferred to the payment proposal in F110. After the payment run has been carried out in SAP, it is listed in PROCESS DIRECTOR as completed.

Processing payment approvals

1. Double-click the appropriate **Payment Approval** category in the Worklist.

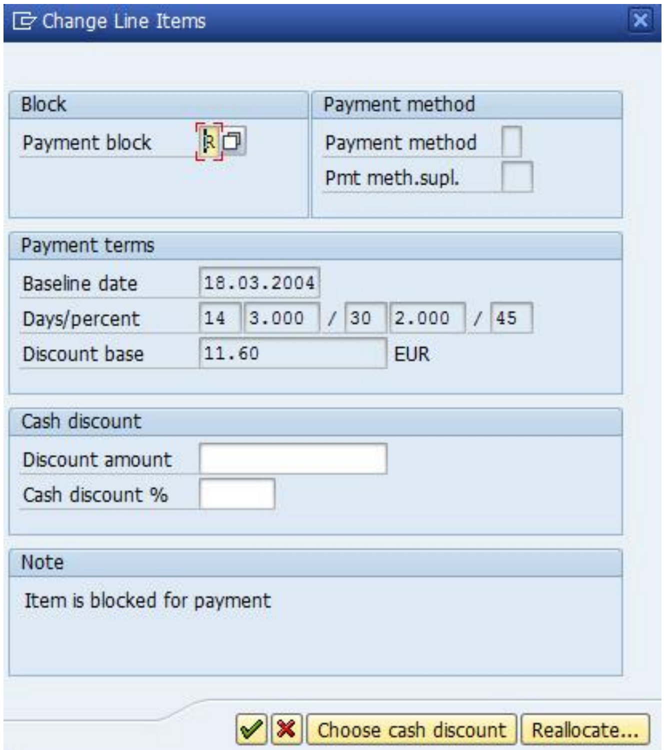
   The document list displays all the payment approval documents. Each line represents a payment proposal or a payment run.



2. To process a payment proposal, double-click the document in the document list. The **Payment** section displays the different vendors and double-clicking a vendor displays the items related to that vendor.

   The payment items are displayed beneath the proposal header data.

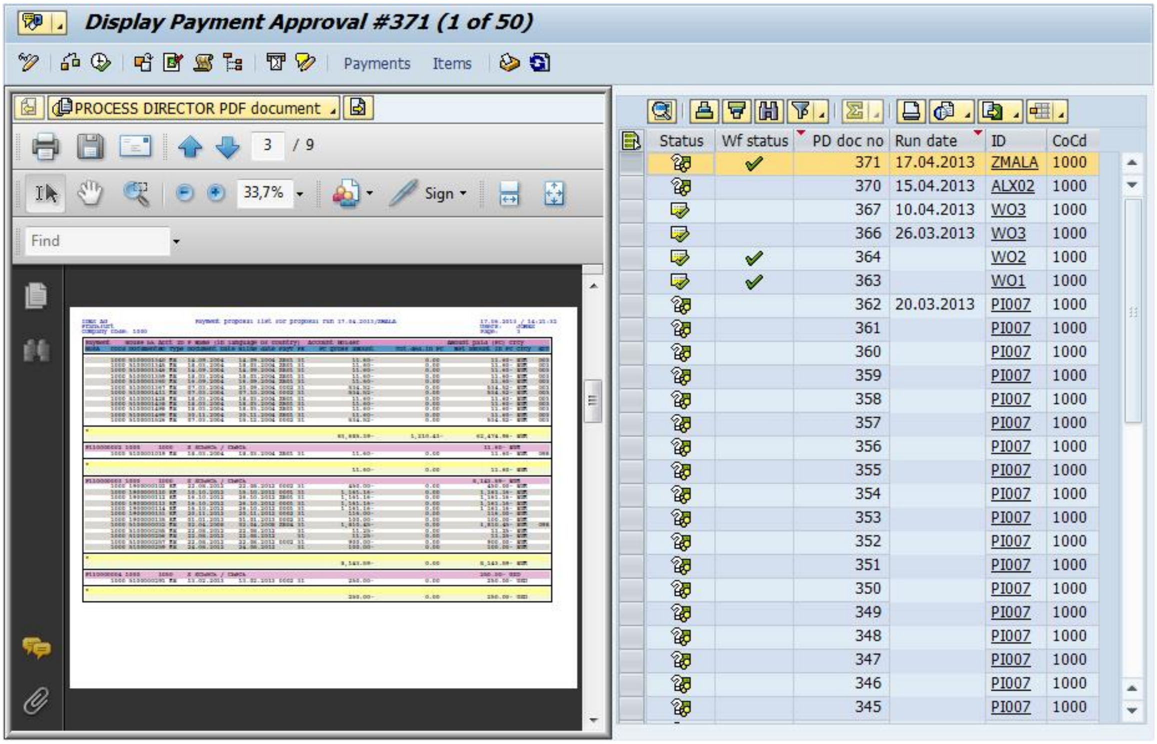
3. To set, remove or change the payment block indicator, first click the button, then use the search help in the **PBk** column to select the appropriate payment block indicator. When you save the document, the icon is displayed in the **Status** column of the items for which you changed the payment block indicator. You can also perform other editing functions such as entering cash discounts or reallocating items.



Creating a report

You can create a report containing the line item proposals. This report is added as an attachment and archived with the PROCESS DIRECTOR document.

Select a document and click the **Converts report output to archive document** button to create the report.



Order Confirmations

PROCESS DIRECTOR for Order Confirmations allows users to create and process order confirmations and post them to SAP. Order confirmation documents can be entered manually in the PROCESS DIRECTOR SAP GUI or Web Application, or ReadSoft's DOCUMENTS product can be used to automatically capture information from order confirmations. This product automatically extracts information from incoming order confirmations, whether they are delivered by fax, on paper or in electronic format, and sends this information to PROCESS DIRECTOR.

PROCESS DIRECTOR matches the information against data in SAP and also automatically determines organizational and other data, so that much of the order confirmation data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR order confirmation document is assigned the status **In error or incomplete**. Users can then investigate and make corrections and post the document to SAP.

Creating an order confirmation

1. Double-click the **Order Confirmations** category in the Worklist, then click the **Create new document** button on the Application Toolbar.

   A new document is created.

2. Fill in the header data and save the document.

   If you have entered a purchase order number in the **Purchasing Document** field, the line items of the purchase order are displayed in the **PO Items** area. This can assist you in entering the order confirmation line items.

3. Use the **New line** and **Delete line** buttons on the line items toolbar to add and delete order confirmation line items. The purchase order number is inserted automatically if you have entered a purchase order number in the header.

4. Click the **Save** button on the SAP toolbar.

If all information has been entered correctly, the document has the status **New or ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the order confirmation has been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Tip: You can also create an order confirmation based on a PROCESS DIRECTOR requisition document, provided that the goods are all ordered from the same vendor and the requisition references a purchase order. In the **Requisitions** document list, select the requisition and click the button.

Processing order confirmations

Captured order confirmation documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually.

1. Double-click the **Order Confirmations** category in the Worklist.

   The document list displays all order confirmation documents. Documents that contain errors have the status **In error or incomplete**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.

3. If necessary, display further information. On the Application Toolbar, click:

   - Items to display order confirmation line items
   - PO items to display purchase order line items
   - to display messages
   - to display the document image (if available)

4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).

5. Click the **Check** button . The system messages resulting from the check will help you to identify the errors.

6. Click the **Display <-> Change** button and correct the errors.

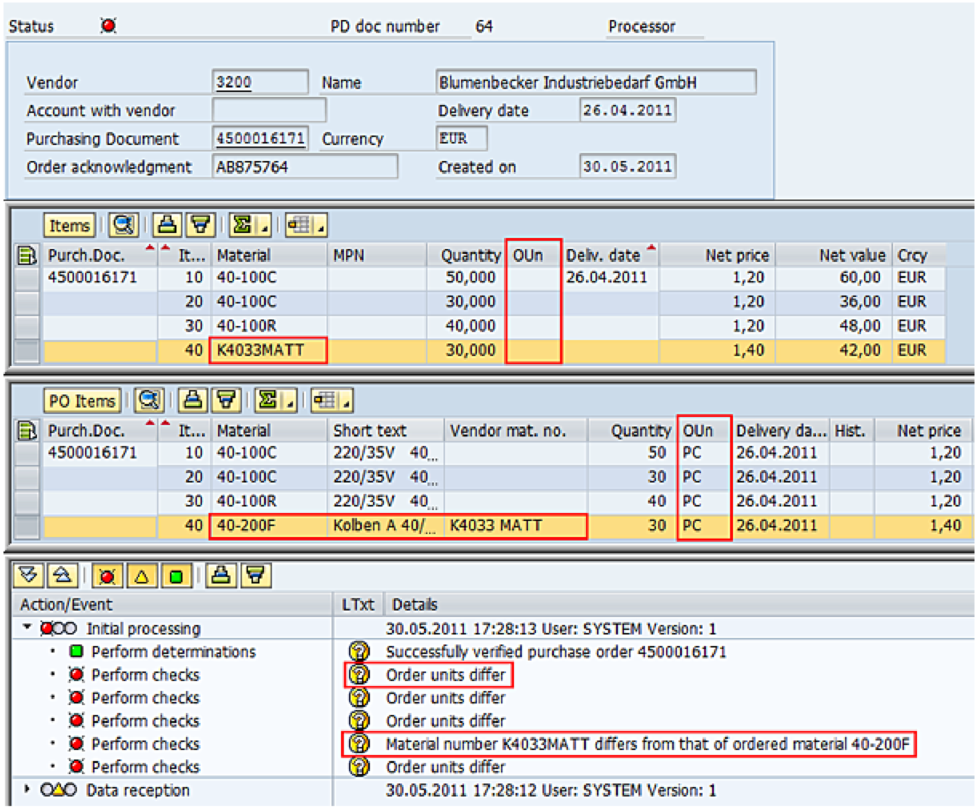
7. Click the **Save** button on the SAP toolbar.

If all information has been entered correctly, the document has the status **New or ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the order confirmation has been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Example

In the following example, no order units have been transferred from the captured document. In addition, for item 40 the vendor material number has been entered instead of the material number from the purchase order.

To correct the errors, enter the order unit PC in all order confirmation line items. In line item 40, change the material number to 40-200F to match the purchase order.


Status
PD doc number 64
Processor
Vendor 3200
Name Blumenbecker Industriebedarf GmbH
Account with vendor
Delivery date 26.04.2011
Purchasing Document 4500016171
Currency EUR
Order acknowledgment AB875764
Created on 30.05.2011
Items
Purch.Doc. It... Material MPN Quantity OUn Deliv. date Net price Net value Crcy
4500016171 10 40-100C 50,000 26.04.2011 1,20 60,00 EUR
20 40-100C 30,000 1,20 36,00 EUR
30 40-100R 40,000 1,20 48,00 EUR
40 K4033MATT 30,000 1,40 42,00 EUR
PO Items
Purch.Doc. It... Material Short text Vendor mat. no. Quantity OUn Delivery da... Hist. Net price
4500016171 10 40-100C 220/35V 40 50 PC 26.04.2011 1,20
20 40-100C 220/35V 40 30 PC 26.04.2011 1,20
30 40-100R 220/35V 40 40 PC 26.04.2011 1,20
40 40-200F Kolben A 40/ K4033 MATT 30 PC 26.04.2011 1,40
Action/Event LTxt Details
Initial processing 30.05.2011 17:28:13 User: SYSTEM Version: 1
Perform determinations Successfully verified purchase order 4500016171
Perform checks Order units differ
Perform checks Order units differ
Perform checks Order units differ
Perform checks Material number K4033MATT differs from that of ordered material 40-200F
Perform checks Order units differ
Data reception 30.05.2011 17:28:12 User: SYSTEM Version: 1

Accounts Payable

PROCESS DIRECTOR for Accounts Payable allows users to process accounts payable documents such as invoices and credit notes and post them to SAP. Accounts Payable documents are created in PROCESS DIRECTOR using ReadSoft's INVOICES. This product automatically extracts information from Accounts Payable documents, whether they are delivered by fax, on paper or in electronic format, and sends this information to PROCESS DIRECTOR.

PROCESS DIRECTOR matches the information against data in SAP, and also automatically determines organizational and other data so that much of the accounts payable document data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR Accounts Payable document is assigned the status, **In error**. Users can then investigate and make corrections and post the document to SAP.

Note that it is currently only possible to send Accounts Payable documents to a workflow or to process workflows from the document detail view, not from the document list.

Processing Accounts Payable documents

Captured Accounts Payable documents without errors are usually automatically posted to SAP. Documents with errors must be manually corrected. For detailed information on processing Accounts Payable documents, see the *PROCESS DIRECTOR 7.2 Accounts Payable User Guide*.

1. Double-click the **Incoming Invoice** category in the Worklist. You can also choose to double-click the **MM Invoices** or **FI Invoices** category to display the corresponding type of invoices.

   The document list displays all the Accounts Payable documents. Documents that contain errors have the **Erroneous** status.

2. Highlight a document in the document list.

3. If necessary, display further information. On the Application toolbar, click:

   - Items to display line items
   - Accounts to display account assignments
   - PO Items to display purchase order items
   - to display messages
   - to display the document image (if available)

4. Click the **Check** button. The system messages resulting from the check will help you to identify the errors.

5. To correct the errors, click the document number in the **PD doc no** column or click the **Detail view** button, and then click the **Display/Change** button .

6. Click the **Save** button on the SAP toolbar.

If all the information has been entered correctly, the document has the **Correct** status. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the Accounts Payable document has been posted, the PROCESS DIRECTOR document status changes to **Posted** .

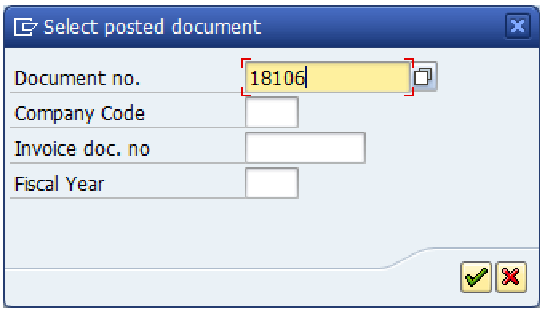
Invoice Block and Cancelation

PROCESS DIRECTOR for Invoice Block and Cancelation allows users to create requests to block or release invoices for payment, or to cancel invoices.

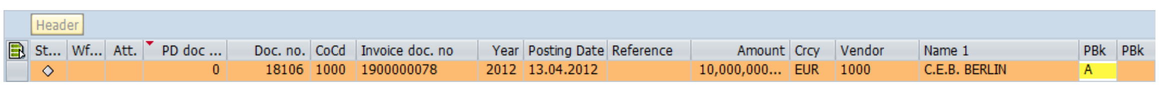
Creating a block/unblock request

1. Double-click the **Invoice Block and Cancelation** category in the Worklist, and then click the **Create new document** button on the Application Toolbar.

2. Fill in the required fields and click . The **Document no.** field refers to the PROCESS DIRECTOR Accounts Payable document number.



3. The topmost **Payment block** drop-down list specifies what the document has been set to currently, whereas the bottom **Payment block** drop-down list specifies what you want to set it to. Select the desired blocking or unblocking option.



Note: You cannot change the available blocking options from one to another before first freeing the document for payment.

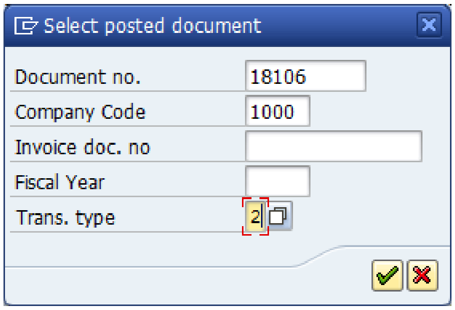
4. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status Ready for processing. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to Processed.

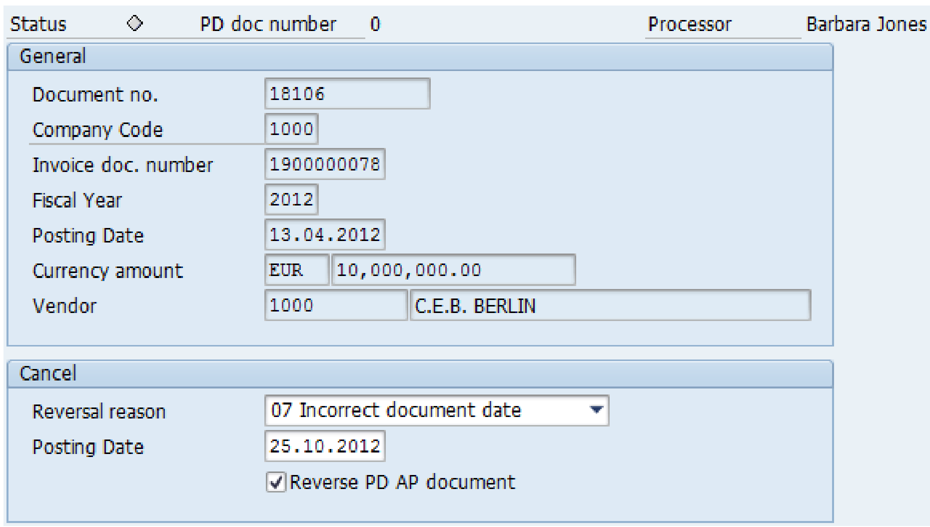
Canceling an invoice

1. Double-click the **Invoice Blocking/Unblocking** category in the Worklist, and then click the **Create new document** button on the Application Toolbar.

2. Fill in the required fields and click . The **Document no.** field refers to the PROCESS DIRECTOR Accounts Payable document number.



3. Set the reversal reason and posting date. If you select the **Reverse PD AP document** check box, the PD AP document will also be canceled; not just the document in SAP.



4. Click the **Save** button on the SAP toolbar.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

Electronic Bank Statements

Overview

This process type provides a list of electronic bank statements with uncleared items, which are imported from SAP. Payment advices can be automatically or manually assigned to the uncleared items. If a match is found, the payment advice is automatically assigned, via a preset. If no match is found, the user can manually enter the payment advice number, or create a new PROCESS DIRECTOR payment advice document and post it in SAP. The details are then entered in the PROCESS DIRECTOR electronic bank statement item.

Clearing an item

You can clear an item in the following ways:

1. If a match is found, the payment advice is automatically assigned via determination.

2. If no match is found, you can manually select the payment advice number by using the search help:

   a. Select the bank statement with the uncleared items.

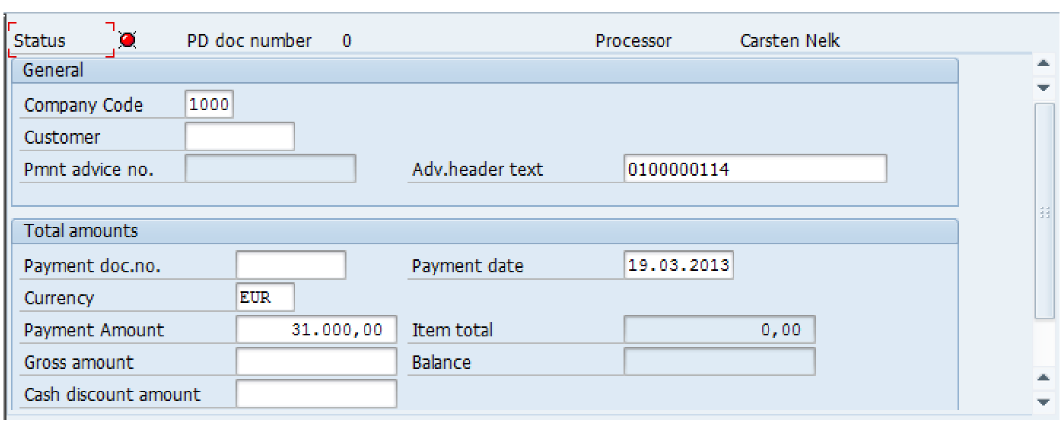
   b. Select the uncleared item and click the **Change data** button.

   c. Fill in the required information in the **Assign data** popup and click the **Continue** button.

3. You can create a new PROCESS DIRECTOR payment advice and post it in SAP.

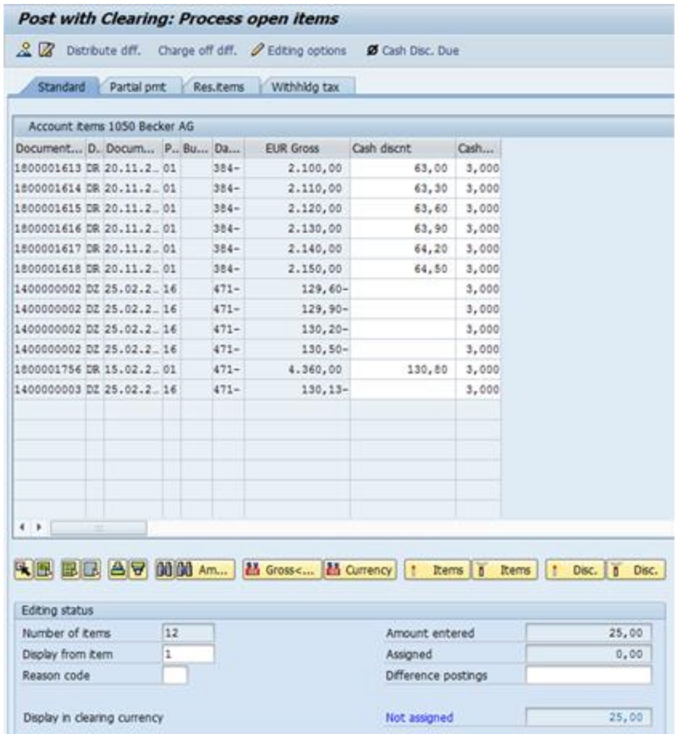
   a. Click the **Create Payment Advice** button.

   b. Fill in the required information and save and post the document.

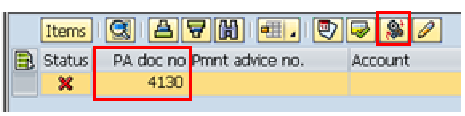


   c. After saving and posting, the PROCESS DIRECTOR and SAP Payment Advice document numbers are entered in the line item. You can clear the item by clicking the Post button.

4. You can post the clearing in `FB05`.



Clear the item in FB05 by clicking the Perform button.



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