# Process Director Web Application

## User Guide

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# Legal Notice

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# About this guide

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

**Note** Process Director can be configured to meet individual customer requirements. This guide describes a typical Kofax Process Director installation and therefore the descriptions may not correspond exactly with your installation. Some features may not be available for all process types, and your user rights may restrict which features you are allowed to use.

# About Kofax Process Director

Kofax Process Director 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 Kofax 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, or remittance advices. 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, or corrections to FI postings.

Process Director offers the following standard process types:

- Accounts Payable
- Accounts Receivable
- Archiving
- Asset Acquisition
- Asset Retirement
- Asset Transfer
- Customer Orders
- Electronic Bank Statements
- Financial Postings
- Goods Receipts
- Invoice Block and Cancellation
- Master Data Maintenance
- Order Confirmations
- Payment Approvals
- Requisitions
- Down Payments

In addition, customers can configure their own process types.

# Getting Started

This chapter explains how to start Process Director and provides information about the user interface.

## Start Process Director

To start Process Director, complete the following steps.

1. In a web browser, type the Process Director address (URL) supplied by your system administrator. It may look similar to the following address: `http://your.intranet:8080/pdweb-app/init.do`.
2. In the logon screen, type your user name and password. These are supplied by your system administrator. If you already have an SAP user name and password, you can log on with these.

   **Note** Depending on the configuration of your system, you may be logged on automatically with your Windows user name and password.

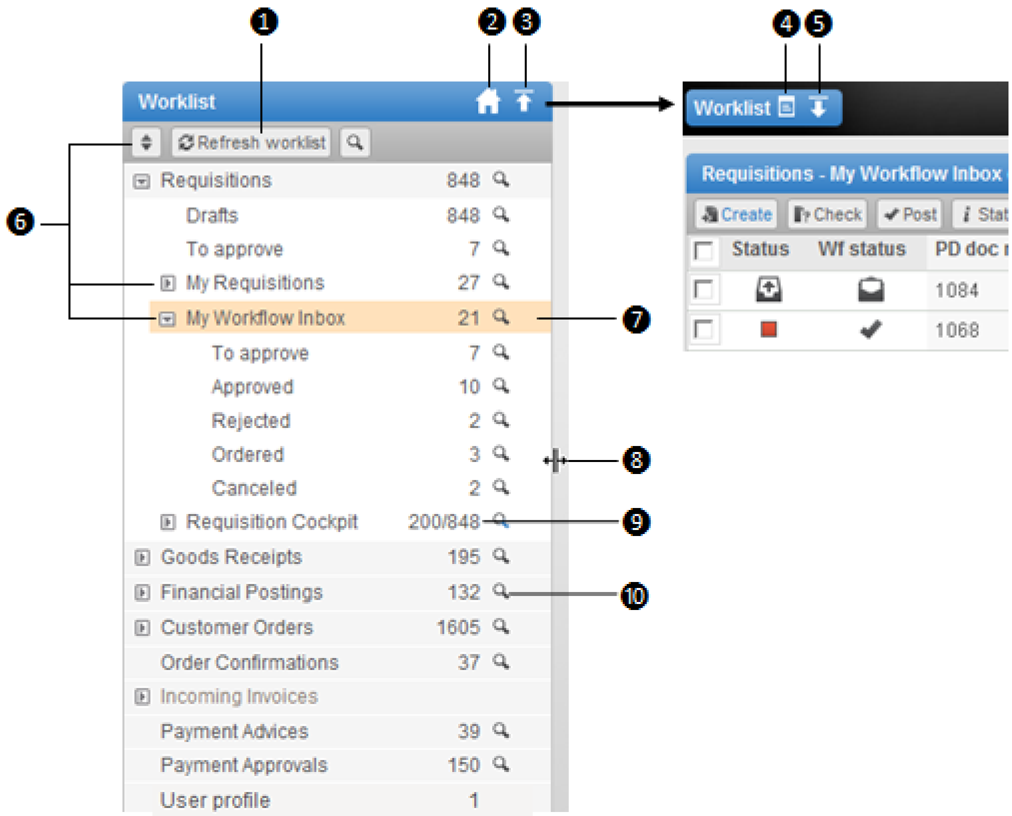
3. If your system has been configured to use more than one language, in the **Language** selection list, select the language of the user interface.

   **Default** means that the standard Process Director language will be used, and **Browser** means that the language setting of your web browser will be used.
4. Click **Log on**.

The start page displays the Worklist and a Quick Start menu, or a selection screen, if these have been configured. The Quick Start menu provides rapid access to frequently used document lists and actions, and to your user profile. Which options are available in this menu depends on your system configuration. If no Quick Start menu is provided, you must click a Worklist category to display and work with documents. If a selection screen is displayed, you must 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 fewer categories, depending on your configuration and user rights. The User profile category enables you to change your personal settings.




1. Refresh the Worklist.

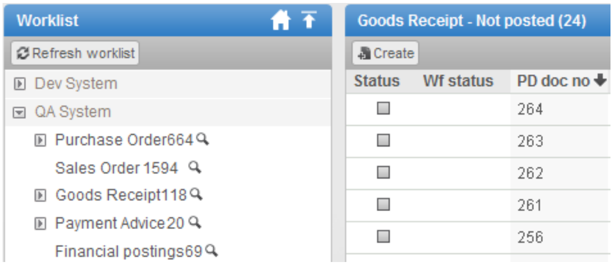
   This updates the Worklist, the document overview list and the document detail view with the latest changes. Note that changes to a document are not visible to others until the document is saved.
2. Display the start page.
3. Hide the Worklist.
4. Display the Worklist in a floating window.
5. Display the Worklist.
6. Expand and collapse Worklist categories to show or hide subcategories.
7. Currently selected Worklist category.
8. 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.
9. Number of documents currently displayed in the Worklist category / Total number of documents available in this category.

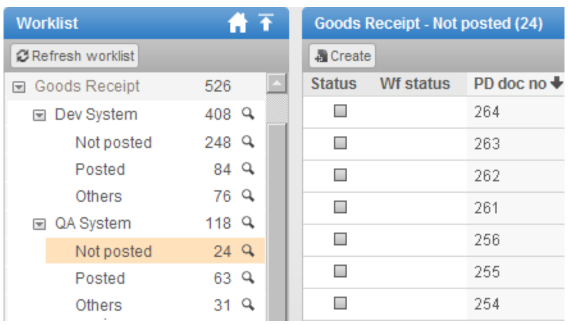
   These numbers will differ, for example, if you have filtered the Worklist, or your administrator has set a limit on the number of documents that are displayed in this category.

   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.
10. Click 🔍 to open the selection screen to filter the Worklist.

If your system has been configured to access more than one SAP system, the Worklist will be sorted either by SAP system then process type, or by process type then SAP system.




**Worklist sorted by SAP system**




**Worklist sorted by process type**

# 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.

## Add a filter

To add a filter, complete the following steps.

1. In the Worklist, click **Define selection criteria** next to the Worklist category that you want to filter.
2. Type your filter criteria.

   The **Max. number of hits** field enables you specify the maximum number of documents that should appear in the document overview list.
3. Click **Search** to apply the filter.

Two numbers appear in the Worklist for the node: the first is the number of documents that match your selection criteria, and the second is the specified maximum number of hits. The document overview list displays only the documents that meet your search criteria.

**Tip** In your personal settings you can specify that the selection screen filter dialog box appears automatically, either when you start Process Director or when you double-click a Worklist category.

## Remove a filter

To remove a filter, complete the following step.

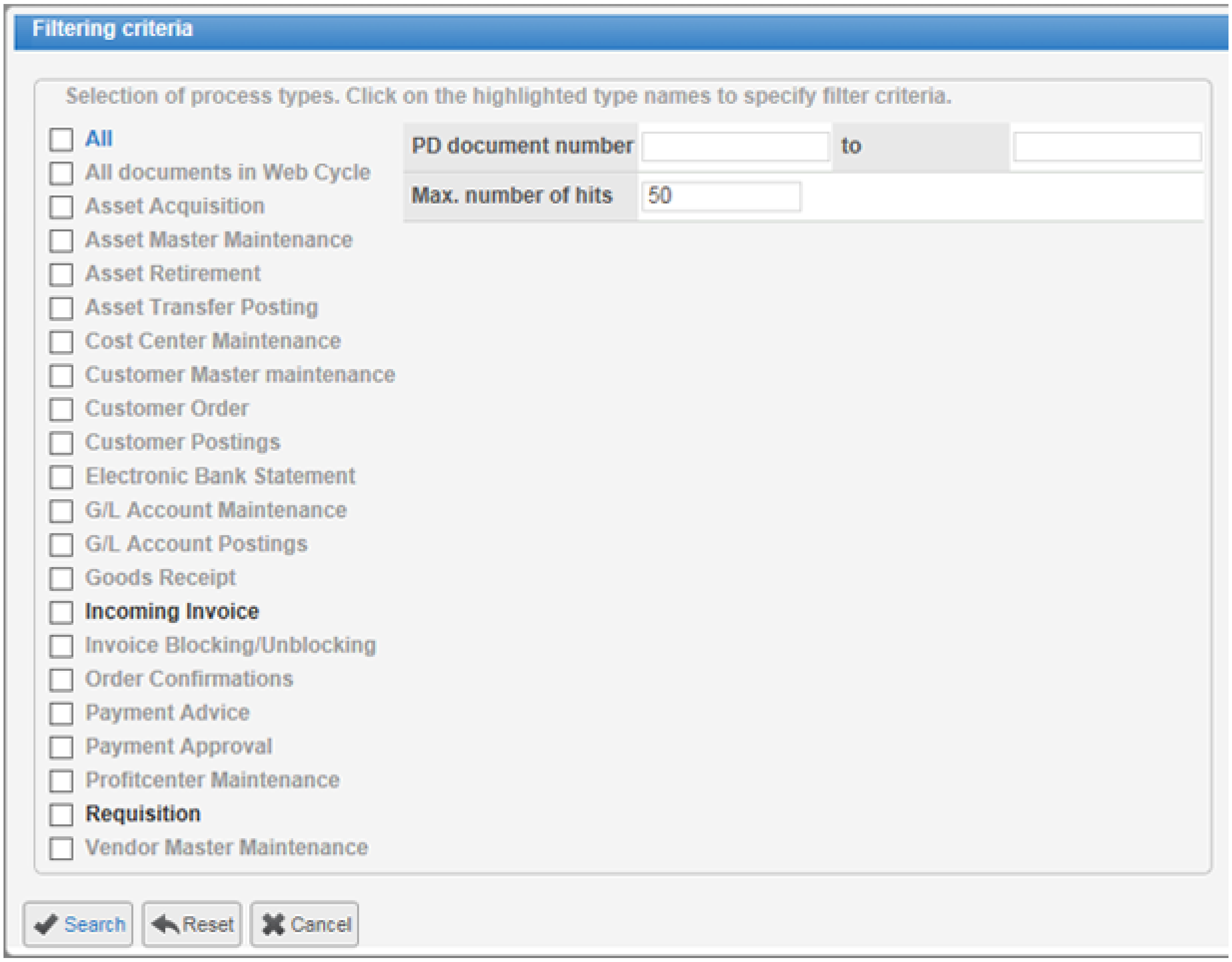
- In the Worklist, click **Define selection criteria** and click first **Reset** then **Search**.

# Start-up selection screen

If your system has been configured accordingly, a selection screen appears 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 selection screen lists all the available process types. Select the corresponding check boxes for the process types you want to display in the Worklist. Clicking a highlighted process type allows you to enter criteria for filtering that process type.

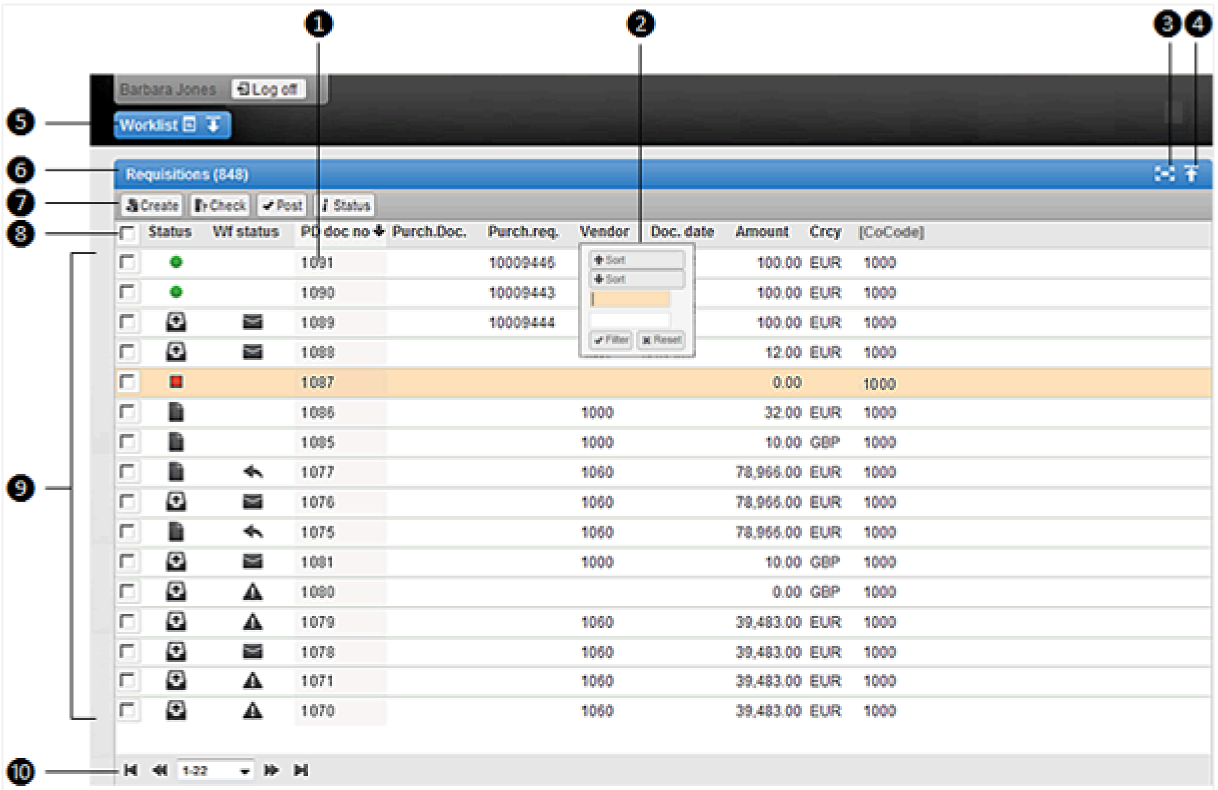
Selecting the **All** check box displays all the documents.




Type your search criteria and click **Search**.

# Document overview list

When you click a category in the Worklist, Process Director displays a list of all documents in that category.




1. Click the Process Director document number to open the document detail view.
   The number of the last document viewed or edited is displayed in bold text.
2. Click a column heading to filter the list by this column, or to sort by this column in ascending or descending order. A sorted column is highlighted. The icon in a column heading indicates whether the list is sorted in ascending or descending order. Parentheses [ ] in a column heading indicate that the list is filtered by this column.
3. Hide the Worklist.
4. Hide the document list.
5. Display the Worklist.
6. Title bar.
7. Actions bar.
8. Check boxes for multiple document selection.
   Select one or more documents, then click the appropriate action on the Actions bar. Select the checkbox in the column heading to select all documents.

   **Note** Some actions may not be possible for multiple documents.

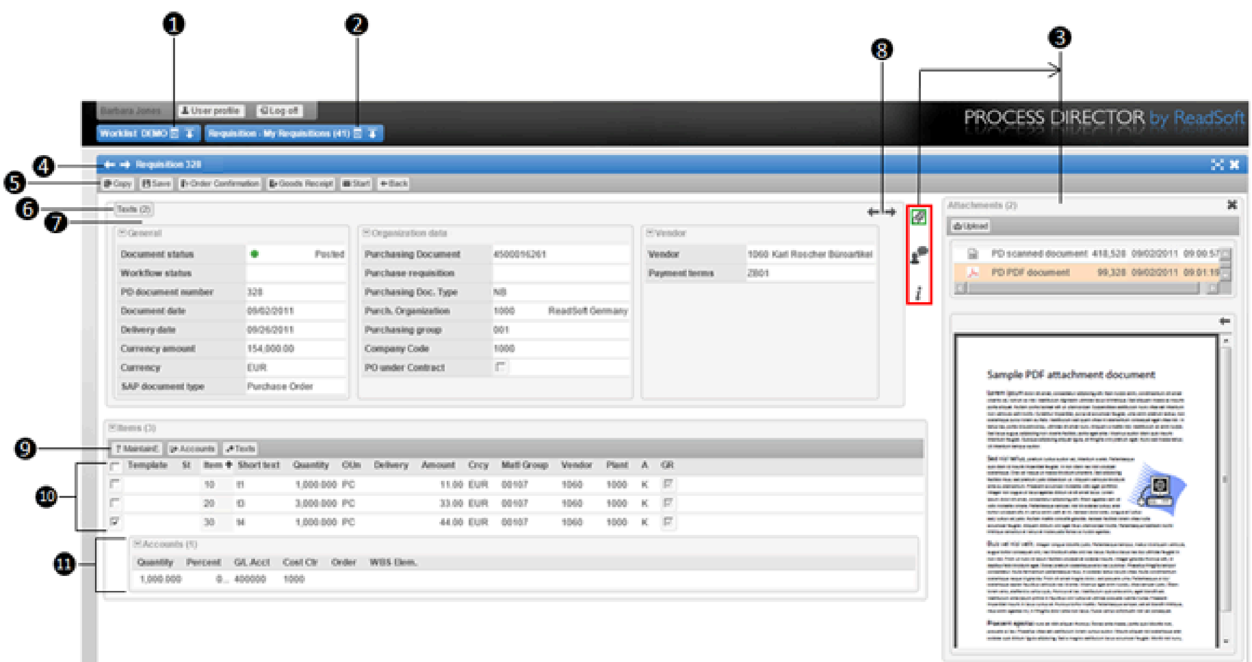
9. Process Director documents.
   The currently selected document is highlighted.

10. Paging controls:
    - Forward one page
    - Forward to the last page
    - Back one page
    - Back to first page
    - Select the number of documents to display on the page.

    You can also use the Page Up and Page Down keys to move to the previous and next page.

# Document detail view

The document detail view is where you create, edit and view document information. To open this view, click a Process Director document in the document overview list or click **Create** to create a new document.




1. Display the Worklist.
2. Display the document list.

3. The Additional information area. What is displayed here depends on which button you click:

   Attachments

   Notes

   Messages

   Audit trail

   If attachments or notes are present in the document, the icon has a green border .

   > **Note** Depending on the configuration, notes may be displayed in a table instead of in the Additional information area.

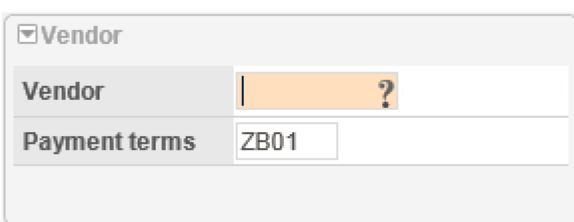
4. Title bar with arrows for browsing to the previous/next documents.
5. Actions bar.
6. Hidden data pane. To hide a pane of data, click on the small arrow to the left of the data pane name. To display the pane again, click this button.
7. Header data, divided into panes.

   > **Note** Depending on the configuration, the header data may be displayed in tabs instead of data panes. Also, when there are multiple text area fields in the header, you can configure to display them as single line input fields, which when you click, display the regular size text area (in a popup).

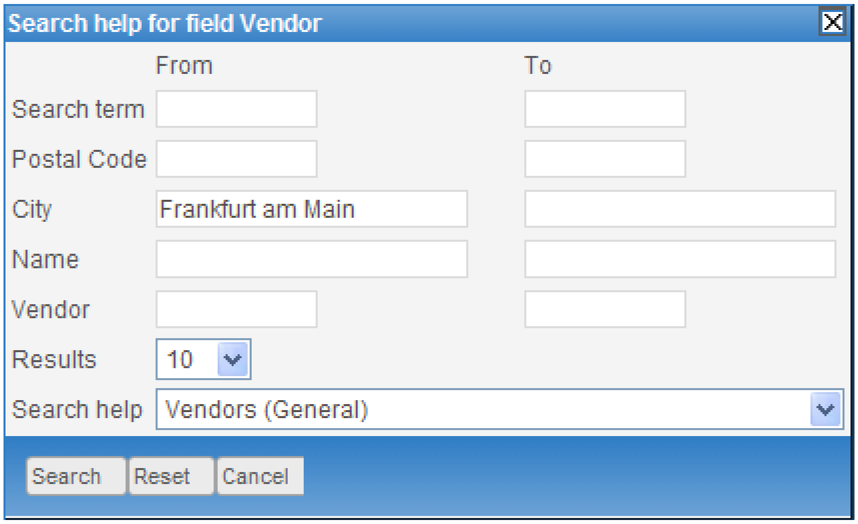
8. Arrows for browsing through the data panes.
9. Line items Actions bar.
10. Line items.
11. Additional tables, such as Accounts or Purchase order items.

# Use search help

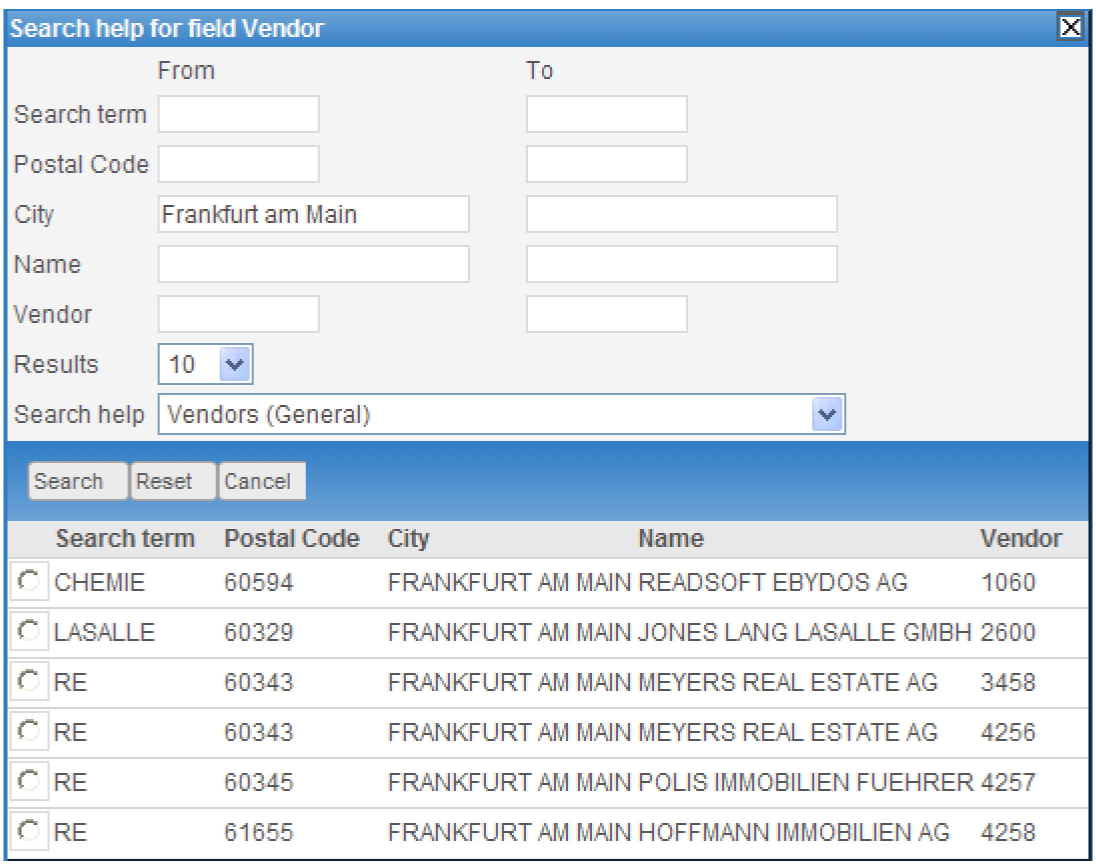
Some fields have search help available to assist you in finding the right value. When you click in a field for which search help is available, the search help icon appears.




Click search help to open a dialog box in which you can enter search criteria. Use the selection list Search help to display different search fields. For example, if you select the option Vendors by Country in this selection list, fields in which you can search by country are displayed.

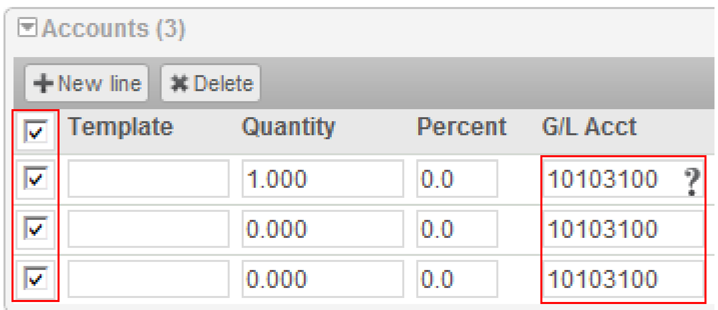



When you click **Search**, the search results are displayed. You can now enter more search criteria to narrow down your search or make a selection in the results list. To clear all search fields, click **Reset**.



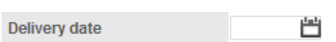
When you select an item in the results list, the search help dialog box closes and the selected value is entered in the field.


If several lines need the same value entered in a particular field, select those lines and click the search help icon in that field in any of those lines. The other lines are automatically filled with the selected value. To select all the lines, select the check box in the header.

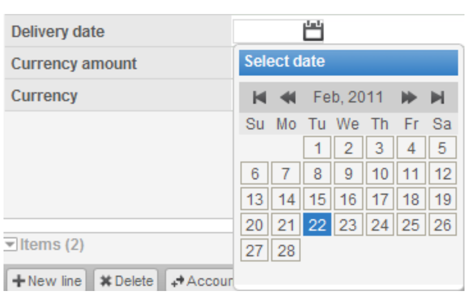



## Use the calendar

Fields in which you can enter dates show the calendar button.

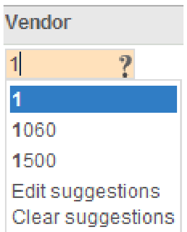



- Click the calendar button and select the date in the calendar. The selected date appears in the field.



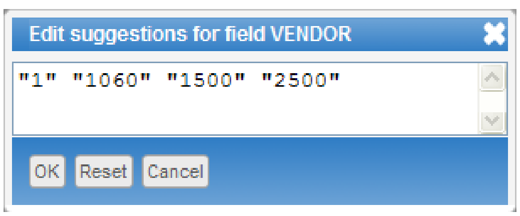
# Use text field suggestions

Some text fields provide a suggestion list with the values that you previously entered. When you start typing in such a field, the suggestion list appears automatically.




If your system has been configured accordingly, you can edit and clear the suggestions.

- Select **Edit suggestions** to open a dialog box in which you can modify or reset (delete) the current suggestion list.




- Select **Clear suggestions** to clear the list of suggestions for this field.

# Document status icons

**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 overview 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. |

| Icon | Status | Description |
|---|---|---|
|  | 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.<br>**Note** Posted documents cannot be changed. |
|  | Canceled | The document has been canceled. Canceled 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.<br>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. |

| Icon | Status | Description |
|---|---|---|
|  | In work | The document is currently in a workflow and the recipient has opened the document.<br>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. |
| <br> | 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. |

| Icon | Status | Description |
|---|---|---|
|  | Query answered (status for query recipient) | A query has been answered. This status is displayed to the person who received the query. |

# Follow-up flags (PD AP only)

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

Depending on the system configuration, follow-up flags appear as descriptions or icons. If more than one follow-up flag exists for a document, a plus sign (+) appears next to the description. If icons are used, the follow-up flag field is highlighted if more than one follow-up flag exists. Move the pointer over the description or icon to view all available follow-up flags.

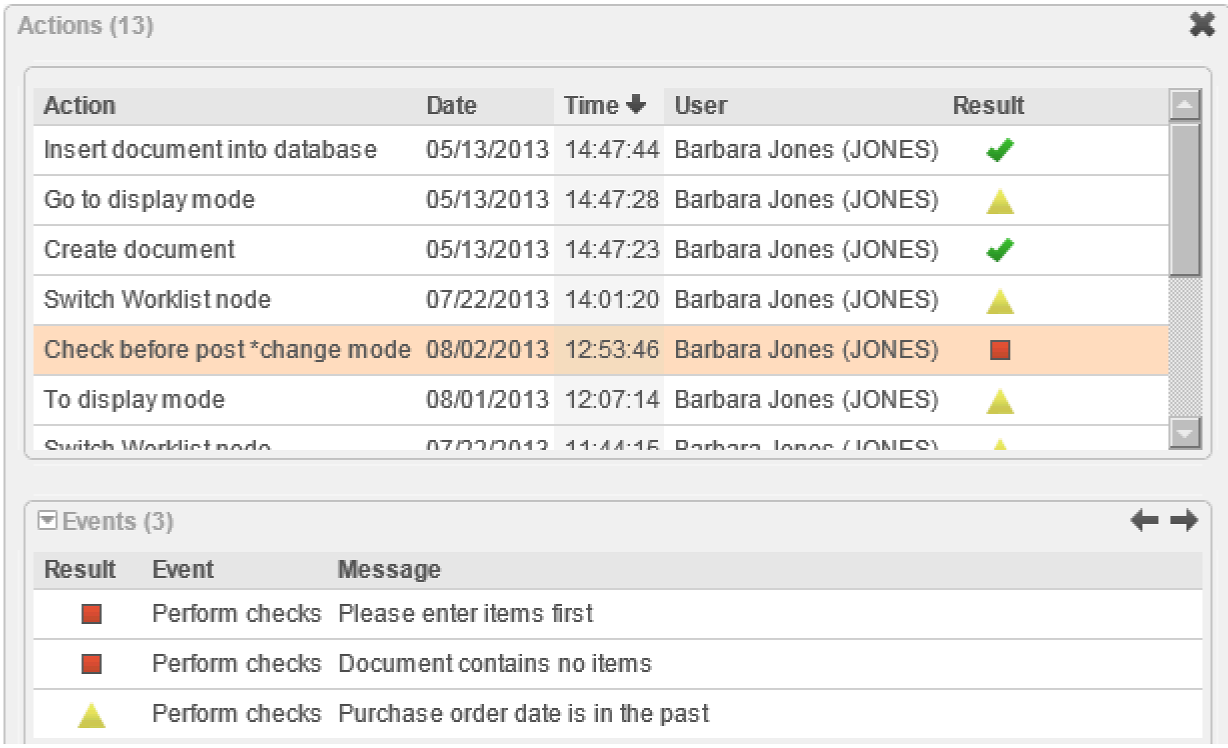
See the *Process Director Accounts Payable User Guide* for examples of follow-up flags.

# 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.

**Tip** When system messages have been generated for a document, these messages are displayed next to the header data in the document detail view. Messages are displayed in chronological order, with the latest messages at the top of the list.

Each message line is a summary of the action or event. To view the individual messages for each action in the Events pane, select the Action.




The colored icons indicate whether the action that resulted in the message 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.

To view current messages, click the **Messages** button in the Additional information area.

# Create and edit documents

This chapter briefly explains how to create, copy, edit and delete documents. Detailed information on creating and editing documents for specific process types is available in the chapter for the relevant process type.

## Create a document

To create a document, complete the following step.

- In the document list, on the **Actions** bar, click **Create**.

> **Note** For document-driven process types it may not possible to create a new document (depending on your configuration).

Depending on your system configuration, other buttons may be available on the toolbar that you can click to create new documents of a different type based on the current document, for example, to create a Master Data Maintenance Request from a Customer Order. The configuration determines which field values, notes and attachments are copied from the existing document to the new document.

## Create a document from an external file

If configured, you can create new Process Director documents by uploading data from an external file. You can upload both header and line item data.

The following external file formats are supported:

- ASC
- CVS
- TAB
- TXT

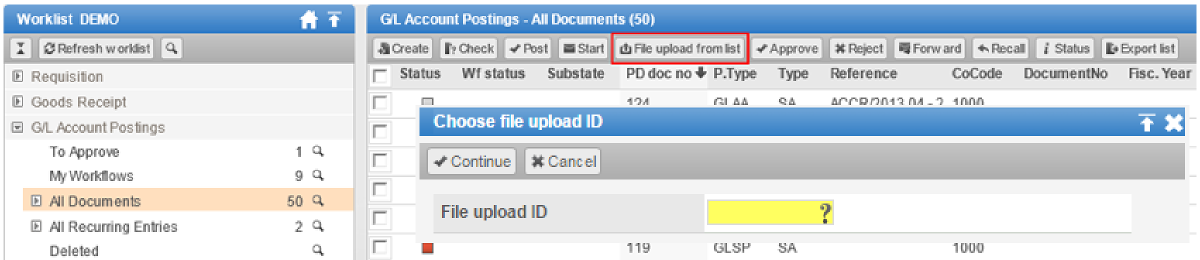
It is not possible to create documents from Excel files (XLS or XLSX) in the Web Application. Use the SAP GUI to create documents from XLS or XLSX files.

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

To create a document from an external file, complete the following steps.

1. Click **File upload from list**.

2. In the **Choose file upload ID** popup, select an upload ID.




3. Click **Continue**.
4. Select the file to upload and click **Open**.
5. Click **Upload**.

# Edit 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.

To edit a document, complete the following step.

- In the document overview list, click the Process Director document number (PD doc. no.) to open the document detail view.

# Upload line items from an external file

If configured, 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

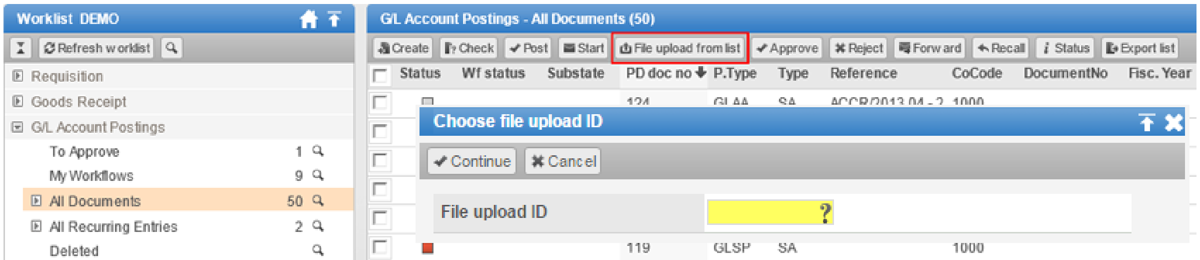
It is not possible to upload items from Excel files (XLS or XLSX) in the Web Application. Use the SAP GUI to upload items from XLS or XLSX files.

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

To upload line items from an external file, complete the following steps.

1. Click **File upload from list**.

2. In the **Choose file upload ID** popup, select an upload ID.




3. Click **Continue**.
4. Select the file to upload and click **Open**.
5. Click **Upload**.

# Entry templates

## About 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.

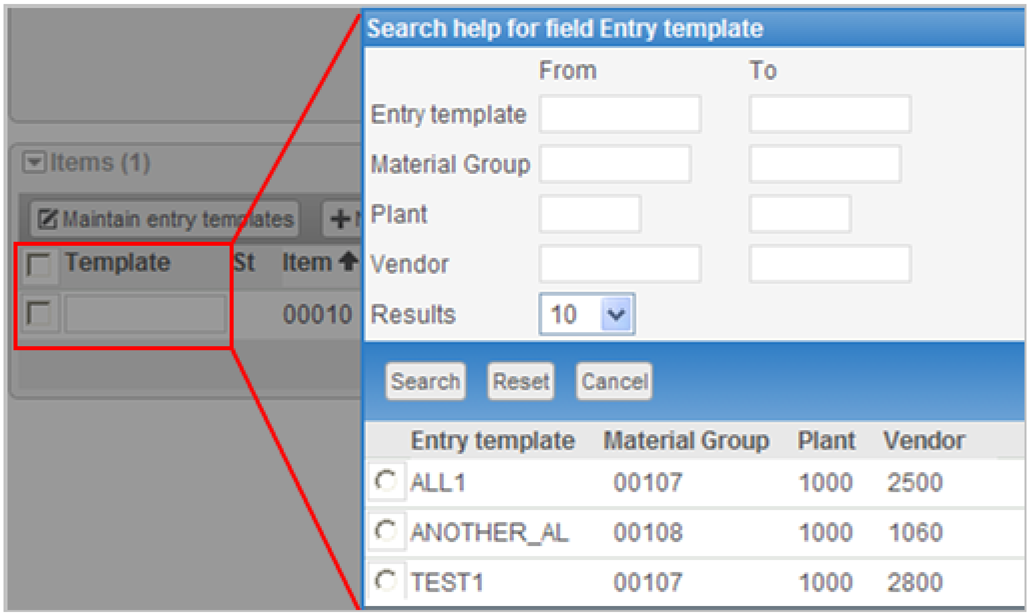
System templates are created and maintained centrally and are available to all users. If entry template maintenance has been configured, you can also create your own templates for your personal use. You cannot specify which fields are defined in the template, but you can add your own values to the template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

## Use an existing entry template

If entry templates have been configured in the system, 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.).

To use an existing entry template, complete the following steps.

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




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

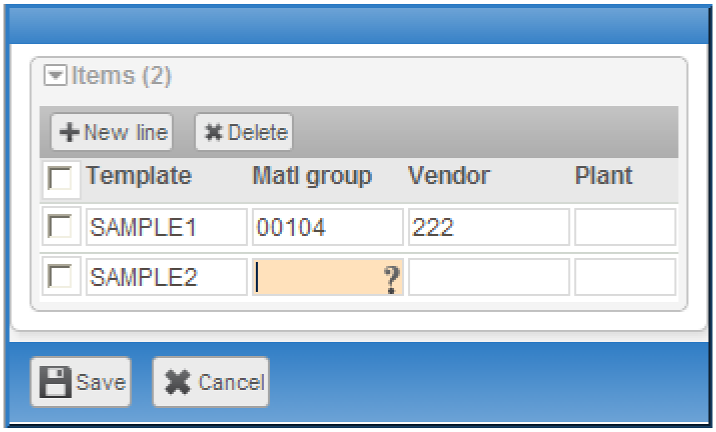
## Create and edit entry templates

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

To create and edit entry templates, complete the following steps.

1. Click **Maintain entry templates**.
2. Click **New line** 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 the check box to its left and click **Delete** . Click the checkbox at the top of the list to select all templates.

4. Click **Save** to save your changes.

# Copy 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.

To copy a document, complete the following steps.

1. To open the document details, in the document overview list, click the document number.
2. On the **Actions** bar, click **Copy**.
   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.

# Delete 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.

To delete a document, complete the following steps.

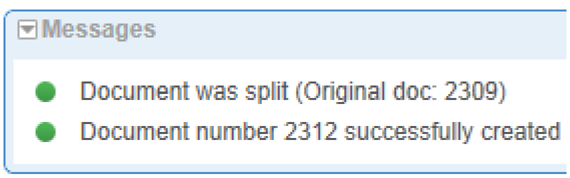
1. To open the document details, in the document overview list, click the document number.
2. On the **Actions** bar, click **Delete**.
3. Click **Yes** to confirm the deletion.

# Split a document

If configured in your system, you can split a single document into several documents. The document is split based on the values of specific fields, which are defined in the configuration. When you split a document, line items are copied into new documents and removed from the original document. Items that meet the first condition specified in the configuration remain in the original document; items that meet further conditions, or meet no condition, are moved into new documents. The header data is copied into the new documents.

To split a document, complete the following steps.

1. In the Worklist, click the appropriate category.
2. To open the document details, in the document overview list, click the document number.
3. Click **Split document**.
4. In the **Split document** popup, click **Yes**.
5. The **Messages** pane displays the numbers of the original document that was split and the new documents created according to the specified configuration parameters.




You can now work on either document.

# Notes, texts and attachments

You can supplement the information contained in your Process Director documents using notes, texts and attachments.

- 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.

## Add and view 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 appear in chronological order (newest first).

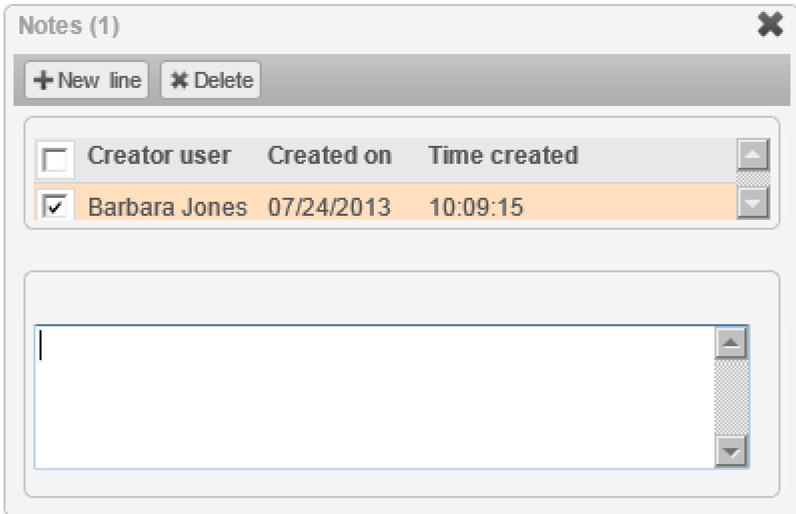
**Tip** If you want to receive an answer to a question, write your question in a note and then send a query.

To view or add notes, complete the following steps.

1. Click the document number in the document list to open the document details.
2. In the **Additional information** area, click **Notes**. If notes are available for the document, the **Notes** button has a green border.

   **Note** Depending on the configuration, notes may appear in a table instead of in the **Additional information** area.

3. To add a new note, click **New line** and type the text in the text box.




To delete a note, select it and click **Delete**. You can only delete or edit notes if you have not yet saved the document. Click the check box at the top of the list to select all the notes.

4. Save the document.

**Note** You can also add notes to read-only documents (when the you are not the current workflow processor).

# Add and view 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.

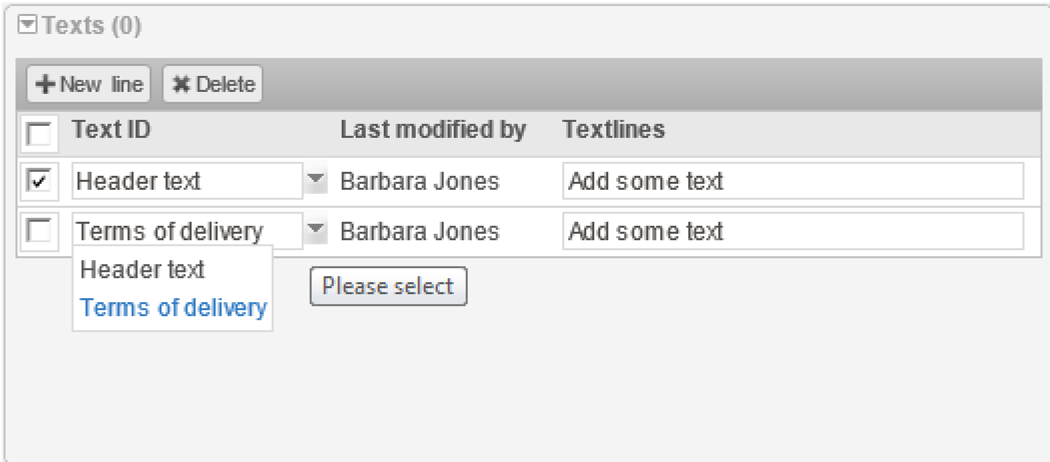
To add and view texts, complete the following steps.

## Add text to header data

To add text to header data, complete the following steps.

1. Click the document number in the document overview list to open the document details.

2. Select the **Texts** header data pane.




3. Click **New line**.
4. Select a **Text ID** to indicate what the text refers to. You can select all the text IDs that are available in your SAP system here.
5. Type text in the **Textlines** text box and click **OK**.

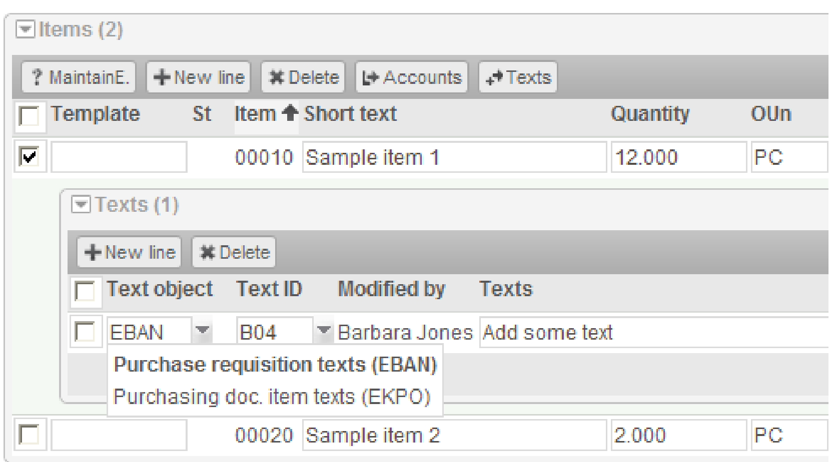
   To delete a text, select the check box to the left of the text and click **Delete**. Select the check box at the top of the list to select all the texts.

## Add text to line items

To add text to line items, complete the following steps.

1. In the line items area, select the item and click **Texts**.

   An additional pane appears below the line item where you can enter texts. Click the arrow in the **Texts** pane to close this area when you have finished entering the texts.




2. Click **New line**.

3. Select a **Text object** to specify in which SAP document type the text will be displayed, and a **Text ID** to indicate what the text refers to. You can select all the text IDs that are available in your SAP system here.
4. Type the text in the **Textlines** text box and click **OK**.

   To delete a text, select the check box to the left of the text and click **Delete**. Select the check box at the top of the list to select all the texts.

# Add and view attachments

You can attach files to documents to provide additional information. Which types of files you can attach depends on your system configuration.

**Note** In some systems, this feature may not be available.

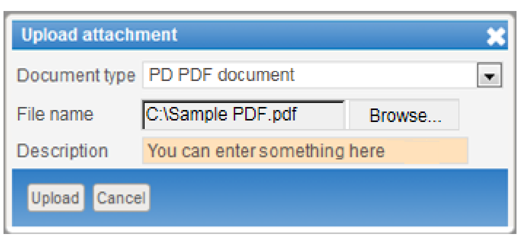
## Add attachments

To add attachments, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. Click the **Attachments** icon in the **Additional information** area.
3. Click **Upload**. Depending on the system configuration, the popup displays the allowed document types or a selection list. If necessary, select a document type. Enter the path and file name or click **Browse** to find the file that you want to attach.

   **Note** Instead of browsing for the file that you want to upload, you can also drag and drop it into the **Attachments** pane.

   In SAP versions ECC600 and higher, you can also enter a description for the attachment.

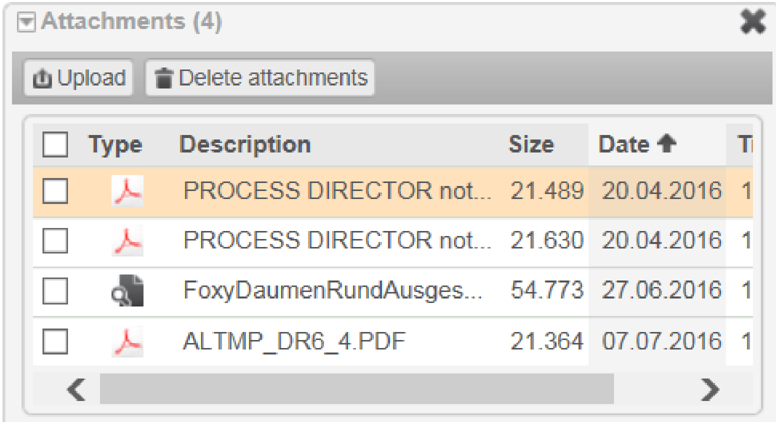
4. Click **Upload**.

## View attachments

You can view attachments in the Attachments pane. To open the Attachments pane, complete the following step.

- Click the **Attachments** button.

- If attachments have been added to the document, the Attachments button has a green border .




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.

For some process types, attachments may be available at line item level. In this case, the **Attachments** button is displayed in the line item.

**Important** When attachments are uploaded by way of the **Store business document** button, the **Size**, **Date**, and **Time** columns always display the correct content, but for scanned invoice images, a known limitation exists in that these columns are sometimes displayed empty.

### Display options for PDFs

For PDFs, the document viewer provides the following display options.

- **Zoom out** and **Zoom in** reduce or enlarge the PDF. The text box next to the buttons displays the current zoom level.
- **Maximize** fits the full page into the document viewer.
- With Drag , you can drag the PDF within the document viewer.

### Display options for images

For images, the document viewer provides the following display options.

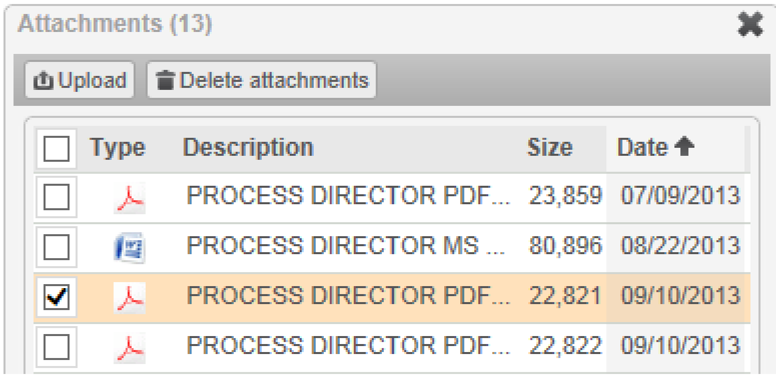
- **Zoom out** and **Zoom in** reduce or enlarge the image. To display the next available zoom level, move the pointer over the corresponding button. To display the current zoom level, move the pointer over the image itself.
- **Maximize** displays the complete image in a separate popup.
- If scroll bars are available, you can drag the image within the document viewer by left-clicking the image and holding down the mouse button.

## Delete attachments

The configuration and your user rights determine which type of attachments you can delete.

To delete attachments, complete the following steps.

1. In the document list, click the document number to open the document details.
2. In the **Additional information** area, click the **Attachments** button.
3. Select the attachments you want to delete and click **Delete attachments**.




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

# Check and post 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.

## Check 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, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **Check**.

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 Accounts Payable 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. The document status changes to , which indicates that there are no errors and the document can be posted.

## Reject a document

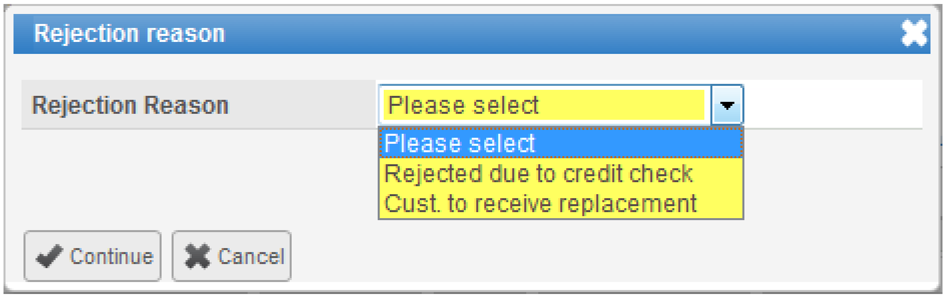
Depending on your system configuration, you may be able to reject documents that have not yet been posted.

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

To reject a document, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **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**.

## Display rejected documents in the workflow history (PD AP only)

The Workflow History category displays those documents that have already been processed. For incoming invoices, you can configure that the workflow history also includes the documents that have been rejected.

To display rejected documents, complete the following steps.

1. In the Worklist, select the **Incoming Invoices** > **Workflow History** category.
2. In the **Incoming Invoice - Workflow History - Filtering criteria** window, clear the **Display approvals only** check box.
3. Click **Search**.

The document list is updated with the rejected documents.

# Post 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:

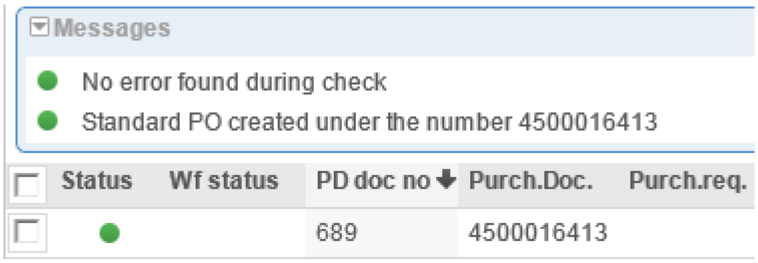
Contains warnings, can be posted

No errors, can be posted

To post a document, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **Post**.

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.




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.

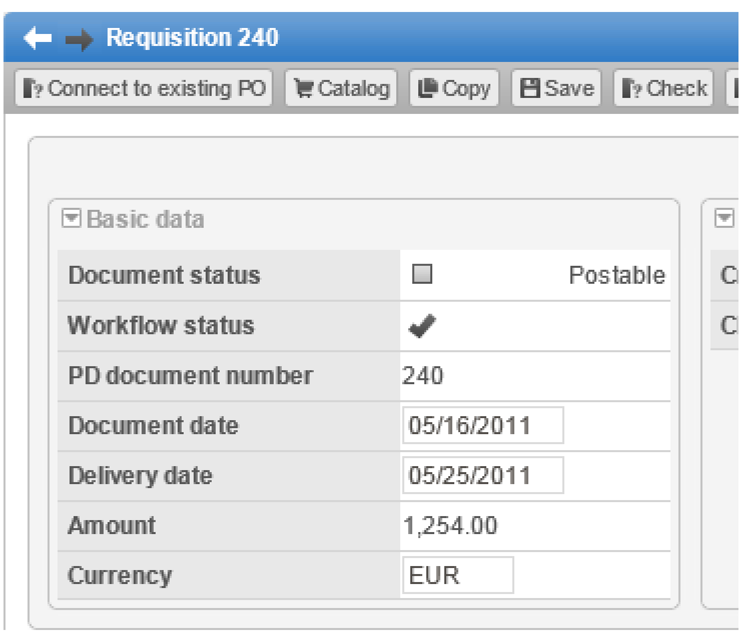
# Link a document to an existing SAP document

Instead of posting a Process Director document to SAP, you can link an unposted Process Director document to an existing SAP document.

To link to an existing SAP document, complete the following steps.

1. To open the document details, in the document overview list, click the document number.
2. Click **Connect to existing PO** (for requisitions) or **Connect to SAP doc.** (for financial postings).

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



3. Click **Connect to existing PO** (for requisitions) or **Connect to SAP doc.** (for financial postings).

## Reverse a document

To reverse a document after it has been posted, complete the following steps.

1. To open the document details, in the document overview list, click the document number.
2. Click **Reverse** .
3. Specify the reversal reason and date.

# About workflows

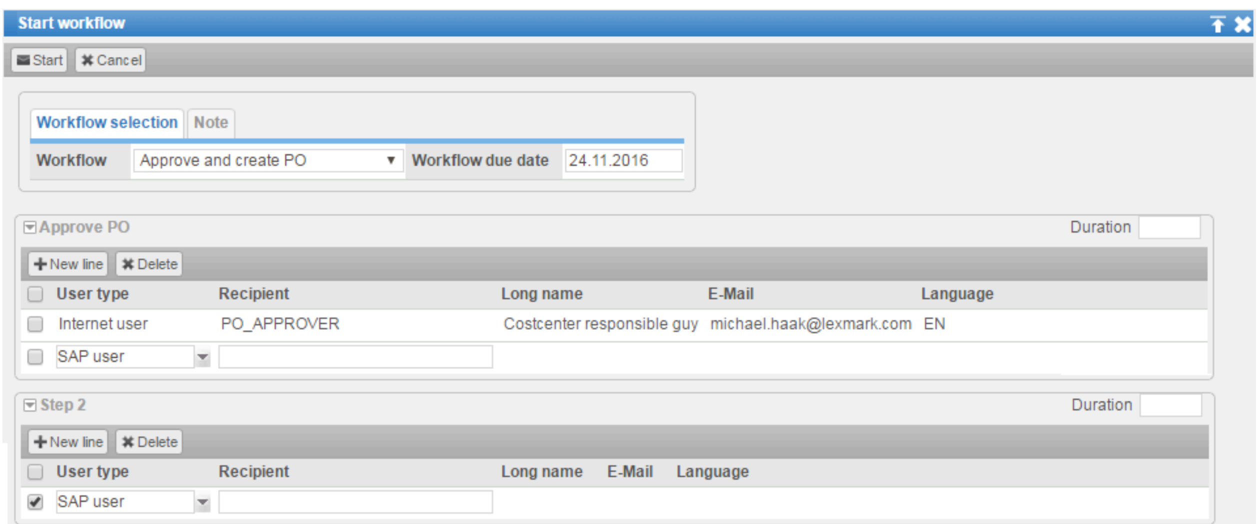
Workflows send documents electronically to other people in order to obtain or provide additional information, clarification and approval. Every action in the workflow is logged, making it possible to identify who is working on the document at all times. Status icons make it easy to identify the status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

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

## Start a workflow

You can configure the number of steps within a workflow, as well as the number of recipients per step. Depending on whether you are starting a one-step or multi-step workflow, you need to complete different steps.

The following image displays an example of a possible screen setup.




### Start a one-step workflow

To start a one-step workflow, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **Start**.

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

3. In the **Workflow selection** pane, select the workflow that you want to start. Then, in the **Workflow due date** field, enter the date by which the workflow should be completed.
4. To enter a recipient, select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the recipient’s user name.
5. Optional. In the **Note** tab, add a note for the workflow processor.
6. Click **Start**.

## Start a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step. Each step is displayed in its own pane and has its own processor list.

To add recipients for a step, complete the following steps.

In the pane of the corresponding step, select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the recipient’s user name.

If required, click **New line** to add a second recipient.

# Add and remove 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).

## Add a processor

To add a processor, complete the following steps.

1. To open the document details, in the document overview list, click the document number.
2. To enter a recipient, select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the recipient’s user name.
3. Optional. In the **Note** tab, add a note for the workflow processor.
4. Click **Continue**.

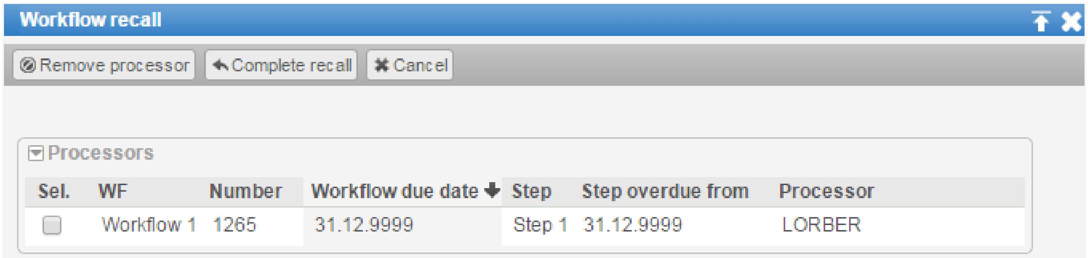
## Remove a processor

To remove a processor, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.

2. On the **Actions** bar, click **Recall**.

   The **Workflow recall** dialog box is displayed.




3. Select the processor by selecting the check box, and then click **Remove processor**.

# Recall a workflow

Sometimes, it may be necessary to stop the 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.

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

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **Recall**.

   The **Workflow recall** dialog box is displayed.
3. Click **Complete recall**.

# Recall Accounts Payable documents

If your system has been configured accordingly, you can recall Accounts Payable documents that you have already approved in a workflow. Depending on the configuration, you may only be able to recall the document if it has not yet been approved by a subsequent workflow processor. You also cannot recall a document if the entire workflow has been completed.

To recall an Accounts Payable document, complete the following steps.

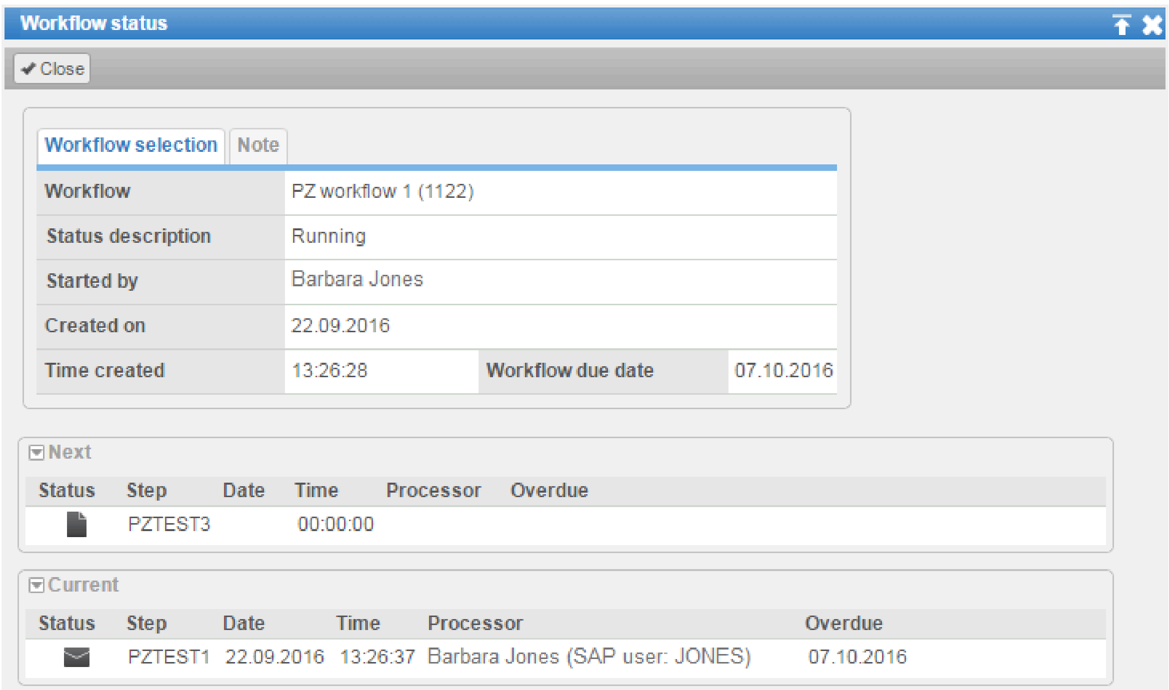
1. In the Worklist, click the **Recall** category. This category displays only those documents that can be recalled.
2. Select the check box next to the document(s) that you want to recall.
3. On the **Actions** bar, click **Recall**.

# View workflow status

To view the status of a workflow, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **Status**.

Notes added to the document can be viewed in the **Note** tab.




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

# Approve documents

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

To approve a document, complete the following steps.

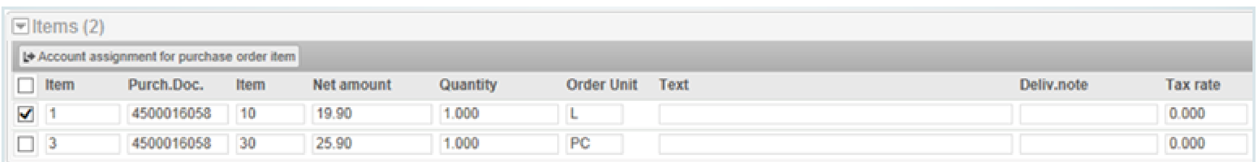
1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. On the **Actions** bar, click **Approve**.

3. If the workflow step has been configured to require a note upon approving, in the **Note** tab, write the reason for approving the document.

   If this is the last or 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.
4. Depending on the workflow configuration, you may have to assign processors for the next step.

# Approve line items

Some workflows require you to approve not just the entire document, but individual items on it. You see only the line items that are assigned to you for approval. The following document actually has three items; item 2 is not displayed because it is assigned to someone else.


Items (2)

Account assignment for purchase order item

| | Item | Purch.Doc. | Item | Net amount | Quantity | Order Unit | Text | Deliv.note | Tax rate |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | 1 | 4500016058 | 10 | 19.90 | 1.000 | L | | | 0.000 |
| ☐ | 3 | 4500016058 | 30 | 25.90 | 1.000 | PC | | | 0.000 |

To approve line items, complete the following steps.

1. Select the check box to the left of the item.

   When you save the document, the approval status of each line item is displayed in the **A. Status** column.
2. On the **Actions** bar, click **Approve**.

   **Important** Do not click **Reject**. This rejects the entire document, including items that you have approved.

# Reject 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 canceled.
- 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, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. If you are assigned to more than one step in the workflow, a dialog box opens in which you can select which step you want to process.

3. On the **Actions** bar, click **Reject**.

   The **Reject one or more workflow** steps dialog box is displayed.
4. If the workflow step has been configured to require a note upon rejecting, in the **Note** tab, write the reason for rejecting the document.
5. Click **Reject workflow step**.

# Forward documents

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

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

To forward a document, complete the following steps.

1. Either select the document from the document overview list (by selecting the check box to its left), or click the PD document number to go to the document detail view.
2. If you are assigned to more than one step in the workflow, a dialog box opens in which you can select which step you want to process.
3. On the **Actions** bar, click **Forward**.

   The **Forward workflow task** dialog box is displayed.
4. Select a user type (necessary only 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. To add more recipients, click **New line**.
5. If the workflow step has been configured to require a note upon forwarding, in the **Note** tab, write the reason for forwarding the document.
6. Click **Forward**.

# Send and answer queries

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

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

## Send a query

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

1. On the **Actions** bar, click **Query**.

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

2. If you are assigned to more than one step in the workflow, a dialog box opens in which you can select which step you want to process.
3. In the **Note** tab, write your question.

   **Note** It is mandatory to add a note before sending a query.

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

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

## Answer a query

When you have received a query about a document, the document is marked with the workflow status icon Query in the document overview list. To answer a query, complete the following steps.

1. To open the document details, in the document overview list, click the document number.
2. Select the **Note** tab.
3. Read the notes that have been added to the document, and then add a new note in reply to the query.
4. On the **Actions** bar, click **Reply**.

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

# Change personal settings

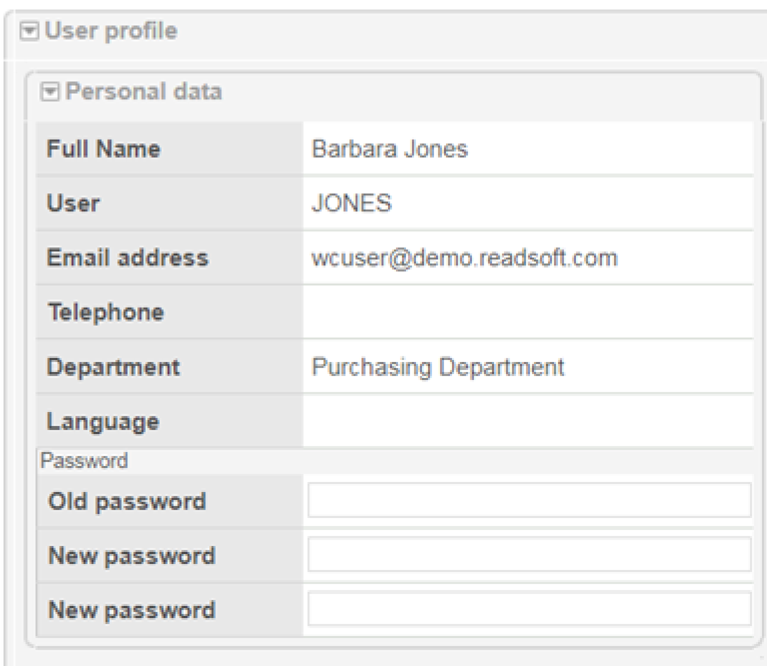
You can change your personal settings, such as your password or settings that control the behavior of the system, and you can assign substitutes to take over your work while you are absent.

**Note** Some or all of these functions may not be available in your system, depending on the configuration.

## Change user data and password

To change your user data and password, complete the following steps.

1. In the Worklist, click the **User profile** category.
2. In the **Personal data** pane, change your user data, as required.
3. In the **Password** section, enter and confirm your new password, as required.



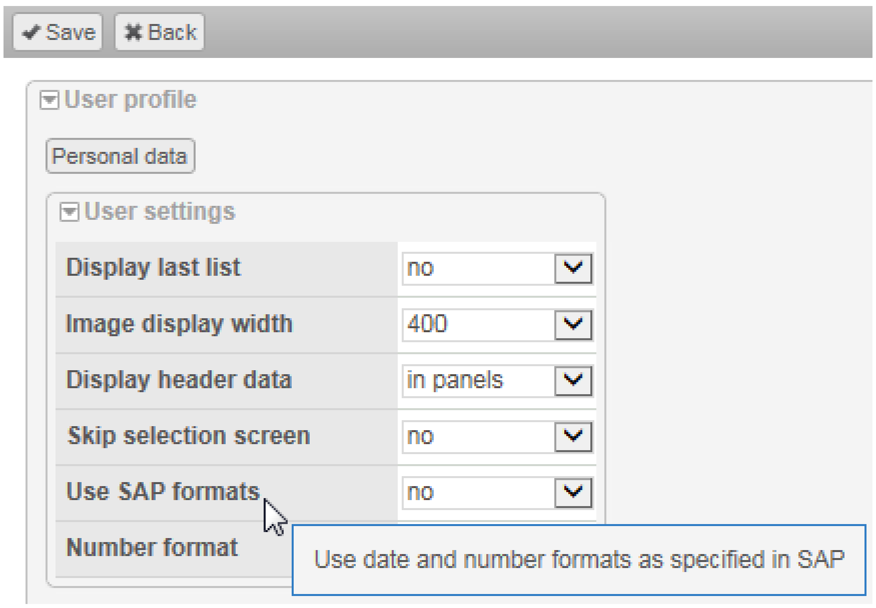

4. Click **Save**.

# Change user settings

Depending on your system configuration, you may be able to change certain settings that control the behavior of the system. To change your user settings, complete the following steps.

1. In the Worklist, click the **User profile** category.
2. In the **User settings** pane, make changes to the settings.

   To view additional information about a setting, position the mouse cursor over the field label.




3. Click **Save**.

# Assign 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 overview 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 approval Worklist for the substitute. 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.

## Add substitutes

To add substitutes, complete the following steps.

1. In the Worklist, click the **User profile** category.
2. In the **Substitute** pane, enter the details of the substitute assignment.
   a. In the **From** and **to** fields, enter the date range during which the substitute should take over your work.
      If you do not want to specify a fixed end date, select the **Unlimited** check box and click **Save**. The end date then becomes **12/31/9999**.
   b. In the **User** field, enter the name of the substitute, or use the search help to search for the user (SAP or Internet user).
   c. Select the **Active** check box to make the user an active substitute. Leaving it unchecked makes the user a passive substitute.
   d. Optional. 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.
   e. To add more substitute users, click **New line** and enter the details for each substitute.
3. Click **Save**.

## Change and delete substitutes

## Change substitutes

You can only change the validity date, the activation status, or the substitute profile of a substitute. If you want to change the name of the user, you must delete the substitute and add a new substitution with the name of the new user.

To change the validity date or the activation status of a substitute, complete the following steps.

1. In the Worklist, click the **User profile** category.

2. In the **Substitute** pane, change the substitute assignment, as required.
   a. In the **From** and **to** fields, select new dates.
   b. Select or clear the **Unlimited** and **Active** check boxes.
3. Click **Save**.

## Delete substitutes

To delete a substitute, complete the following steps.

1. In the Worklist, click the **User profile** category.
2. In the **Substitute** pane, complete the following substeps.
   a. Select the substitute you want to delete by selecting the corresponding check box next to the **From** field.
   b. Click **Delete**.
3. Click **Save**.

# Accounts Payable

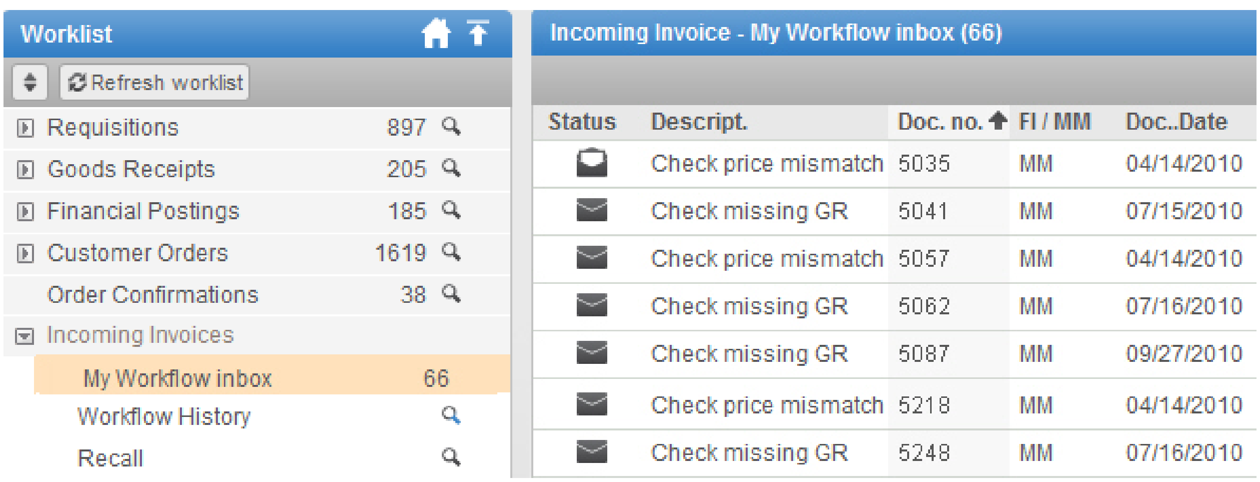
Kofax Process Director Accounts Payable allows users to view and process the Accounts Payable documents that are sent to them in a workflow.

## About the Worklist

The Worklist for Accounts Payable documents has two categories: My Workflow Inbox, which displays documents that need processing, and Workflow History, which displays documents that have already been processed.

**Note** In the My Workflow inbox category, for MM invoices, you can select a purchase order line item and click Purchase Order history to view the purchase order history of that line item.

If configured, there is also a Recall category, which allows you to recall documents that you have already approved.




Depending on the configuration of your system, other categories could be displayed. However, you can only display the document, not take any action on it.

## Process documents

To process Accounts Payable documents, complete the following steps.

1. In the Worklist click the **Incoming Invoices > My Workflow Inbox** category.
2. Click the document number in the document list to open the document details.

3. You can now view the document data:
    - View purchase order data
    - View vendor data
    - View and add notes
    - View and add attachments, such as the invoice image

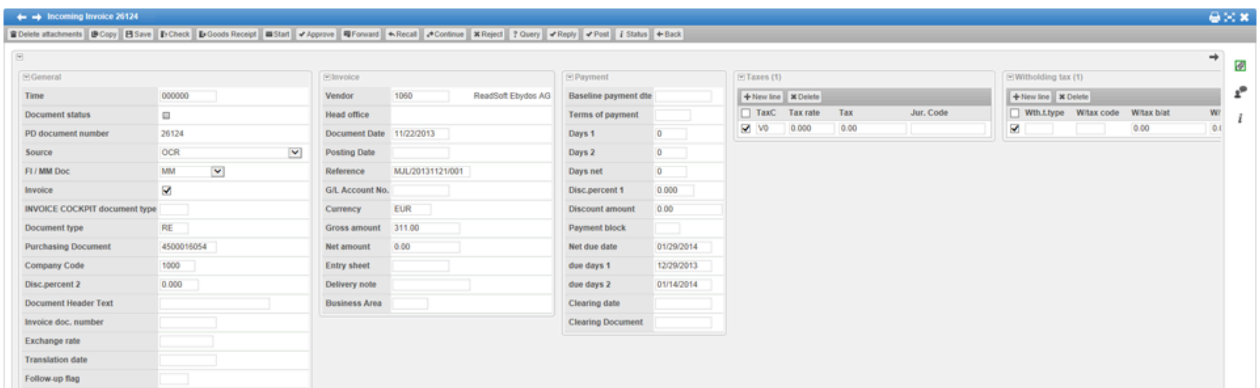
    > **Note** If the system has been accordingly configured, the invoice image can be viewed in the overview list.

    - View the workflow status

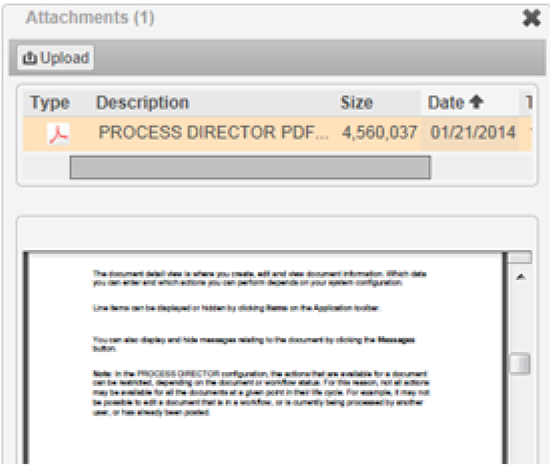
    and take action:
    - Approve the document
    - Reject the document
    - Forward the document to another user
    - Send a query to another user

# View purchase order data

In the document detail view, the purchase order details are displayed in the different panes.

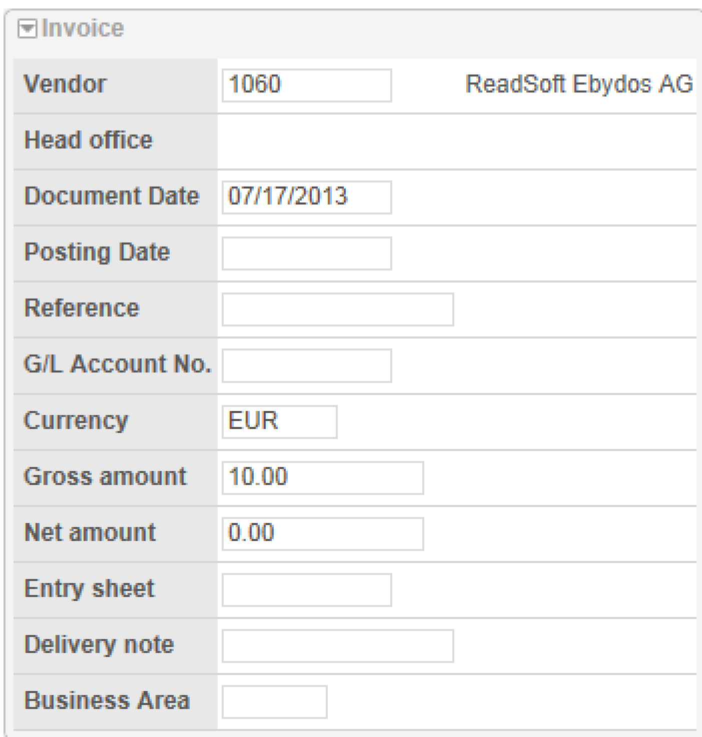



If the purchase order has documents attached to it, you can also view those attachments.



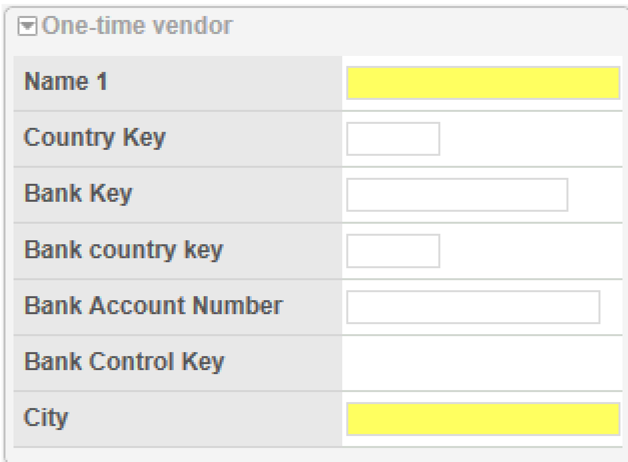

# View vendor data

In the document detail view, the Invoice pane displays the vendor details.



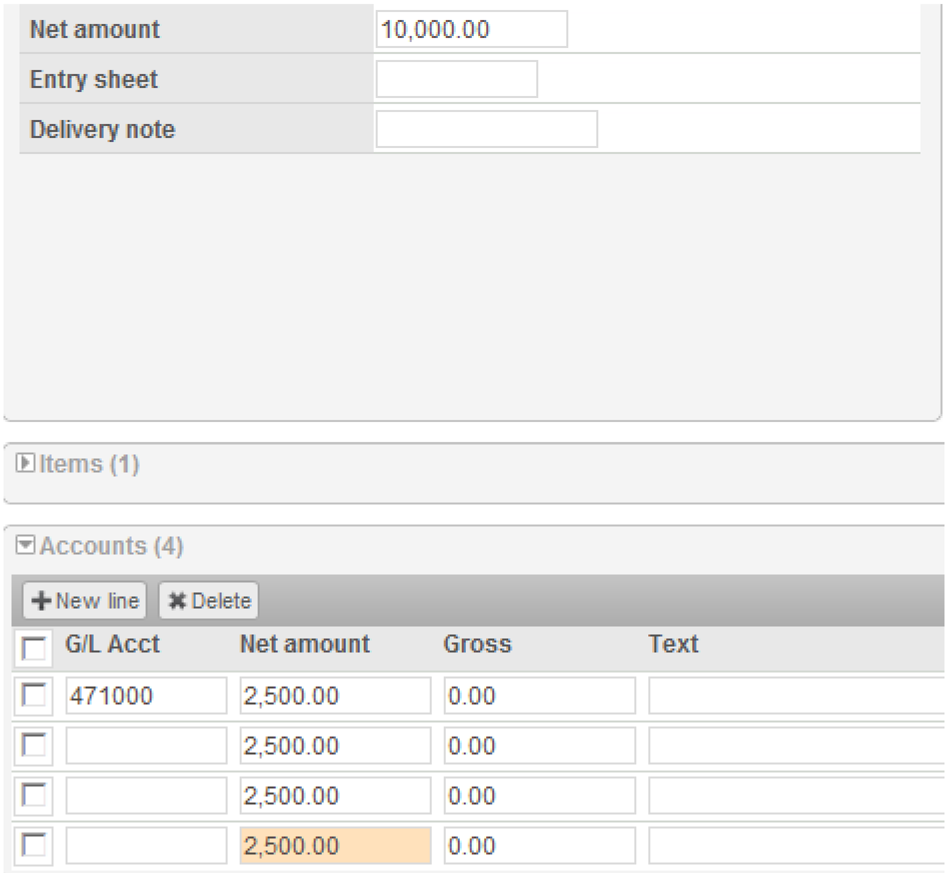
## Enter one-time vendor data

On occasions, you may receive invoices from vendors that your organization does not regularly do business with. Your organization will have no record of these vendors in its database. For these vendors, Process Director uses the standard SAP CPD (Conto pro Diverse) vendor numbers 1950 and 1960. For vendors with these numbers, an additional tab is displayed in the accounts payable document header, where users can enter the vendor address and bank details.




## Add accounting data

In the accounting lines, you can enter percentages and they will automatically be converted to absolute values, to correspond with the amount in the header data.




# Import data

You can update the data in an Accounts Payable document by using a configured data provider. Refer to the *Process DirectorAccounts Payable Configuration Guide* for more information about data providers.

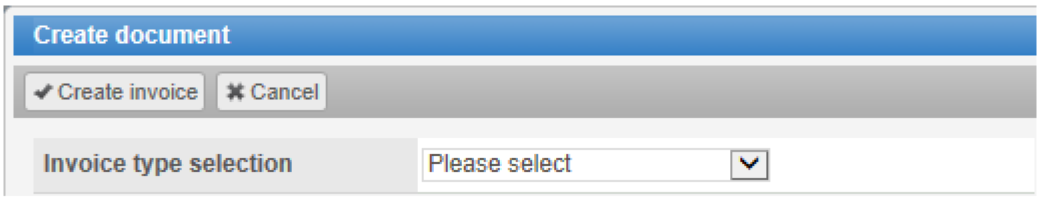
To update an Accounts Payable document, complete the following steps.

1. In the **Worklist**, click the **Incoming Invoices** > **My Workflow Inbox** category.
2. Click the document number in the document list to open the details of the invoice you want to update.
3. Click **Import Data**.
4. In the **Import Data** pop-up, select the data provider, and then select the file you want to upload.
5. Click **Upload**.
6. Click **Save**.

# Create invoices

If configured in your system, you can create new FI invoices. You cannot create MM invoices. To create invoices, complete the following steps.

1. In the Worklist, double-click the **My workflow inbox** category.
2. On the **Actions** bar, click **Create invoice**.
3. In the **Create document** dialog box, select the type of invoice to be created from the selection list, and then click **Create invoice**.



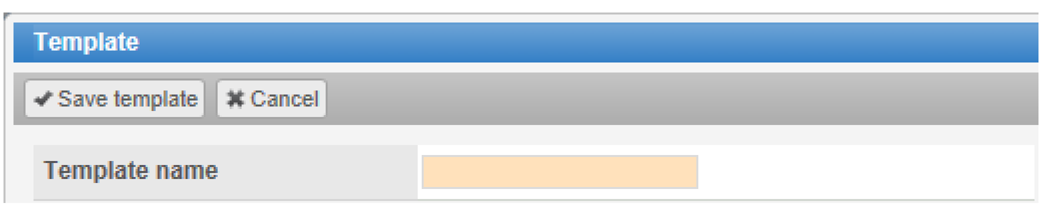

4. Enter the invoice details.
5. Click **Save**.

> **Note** The document is automatically sent to a workflow when saved. Click Workflow status to view the details of the workflow. Depending on the workflow step settings, the document may be deleted from the system if it is rejected by the first workflow processor and has not been processed by other users.

# Save an invoice as a template

If configured in your system, you can save an invoice as a template and then use the template to create new invoices. To save an invoice as a template, complete the following steps.

1. After creating an invoice, on the **Actions** bar, click **Save template**.
2. In the **Template** dialog box, enter a name for the template and click **Save template**.

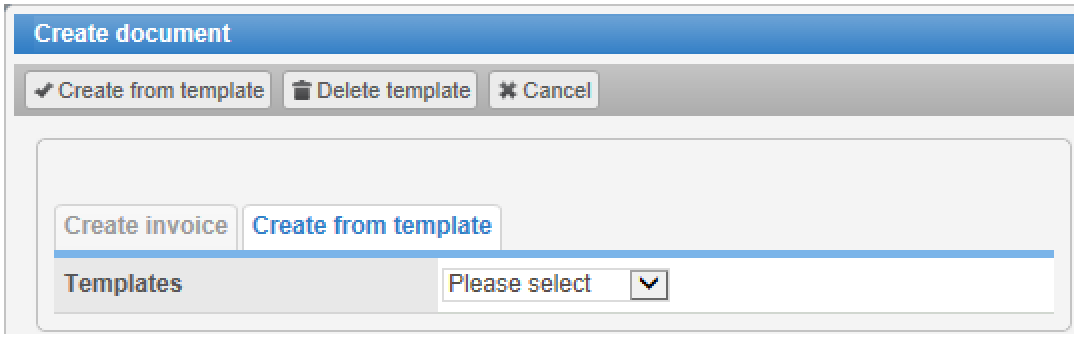



## Use a saved template to create a new invoice

To use a saved template to create an invoice, complete the following steps.

1. In the Worklist, double-click the **My workflow inbox** category.
2. On the **Actions** bar, click **Create invoice**.

3. In the **Create document** dialog box, select the **Create from template** tab.
4. From the **Templates** drop-down list, select the saved template and click **Create from template**.




5. Enter the invoice details.
6. Click **Save**.

# Accounts Receivable

Process Director for Accounts Receivable allows users to process Accounts Receivable documents and post them to SAP. Users can:

- Post a customer payment
- Create and modify payment advices
- Post and clear electronic bank statement customer payments
- Create bill of exchange payments
- Perform customer account clearings

## Create an Accounts Receivable document

You can create an Accounts Receivable document and send the document to a workflow, or if you have sufficient user rights, post the document to SAP.

To create an Accounts Receivable document, complete the following steps.

1. In the Worklist, click the appropriate **Accounts Receivable** category, then, on the **Actions** bar, click **Create**.

   A new document is created.
2. In the **Document type** field, select the type of document you want to create. Then, on the **Actions** bar, click **Save**.
3. Fill in the header data.
4. Use **New line** and **Delete line** on the line items **Actions** bar to add and delete line items.

   Alternatively, click **Item Proposal** to have Process Director automatically add suitable line items (see Propose line items).
5. Click **Save**.
6. If required, you can set a value in the **Alt.acct type** field, press **Enter**, and then use the search help available in the **Alternative account** field.

If all information has been entered correctly, the document has the status **Correct**.

When the Accounts Receivable document has been posted, the Process Director document status changes to **Posted**. You can still edit payment advices as long as they have not been cleared. Changes are passed to the SAP payment advice. Similarly, if changes are made to the SAP payment advice, these changes are reflected in the posted Process Director document.

### Propose line items

Process Director can automatically add suitable customer open items to the Accounts Receivable document.

To propose open line items, complete the following step.

- Click **Item Proposal** and select the appropriate option.

| Option | Description |
|---|---|
| Propose all All items | Adds all open customer items. |
| From invoice list - having the same reference | Proposes only items from the SAP Invoice List that have the same reference (that is, the reference number from the Payment document number field). |
| Currently due items | Adds only items that fulfill these criteria:<br>• The invoice due date is later than the payment date.<br>• The posting date lies before the payment date by a specified minimum number of days. You enter the number of days in the Minimum time field, which appears when you click Continue. |
| Currently due items - payment amount preferred | Same as Currently due items, but in addition to dates, the payment amount is also taken into account. If there are currently due items that match the payment amount, only these items are proposed. If there are no currently due items that match the payment amount, all currently due items are proposed. |
| Overdue items | Adds only items for which payment is overdue. |
| Overdue items - amount match preferred | Same as Overdue items, but in addition to dates, the payment amount is also taken into account. If there are overdue items that match the payment amount, only these items are proposed. If there are no overdue items that match the payment amount, all overdue items are proposed. |
| Unique combination | Only adds items if there is a single, unique combination of open items that matches the payment amount.<br>For example, assume the following customer open items are available:<br>• Item 1 with the amount 100<br>• Item 2 with the amount 200<br>• Item 3 with the amount 150<br>• Item 4 with the amount 250<br>If the payment amount is 250, two different combinations of items match the payment amount:<br>• Item 1 + Item 3 = 250<br>• Item 4 = 250<br>If the payment amount is 600, there is a unique combination, because only one combination of items matches the payment amount:<br>Item 2 + Item 3 + Item 4 = 600 (no other combination amounts to 600) |

| Option | Description |
|---|---|
| Unique combination with single match first | Same as Unique combination, except that as soon as a combination is found that matches the payment amount, other open items are not taken into account and the first found match is proposed. |

# Process Accounts Receivable documents

After transfer of remittance information from suppliers to Process Director, Accounts Receivable documents without errors can be posted automatically to SAP. Documents with errors must be corrected manually.

To manually process Accounts Receivable documents, complete the following steps.

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 Accounts Receivable document has been posted, the Process Director document status changes to **Posted**. If all the required data is available, clearing postings are automatically created and the document status changes to **Cleared**.

# Clear a Payment Advice

To clear a posted Payment Advice, complete the following step.

- Open the document and click **Clear document**.

The SAP clearing document number is entered in the Clearing document field and the document status changes to **Cleared** .

# Archiving

Process Director for Archiving provides a simple process for archiving documents that have been captured using software such as ENTRANCE or ReadSoft Invoices. Users can view the captured document image, assign the SAP business object type with which the document should be archived, and fill in the key data. When the document is "posted" in Process Director, the archive link is created.

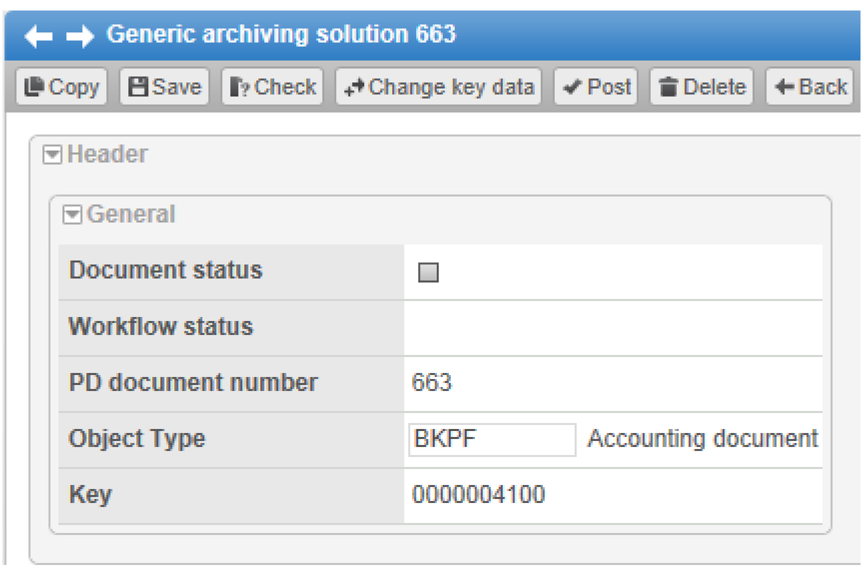
## Process archive documents

To process archive documents, complete the following steps.

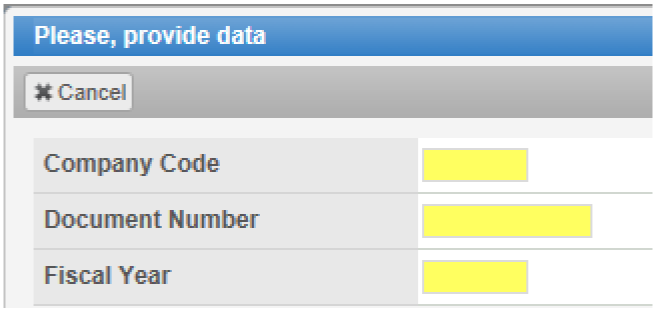
1. In the Worklist, double-click the **Archiving** category.

   A list of documents to be archived is displayed. Documents for which no key data has been entered have the status **In error or incomplete**.

2. To archive a document, click the document number in the **PD Doc no.** column and in the **Object Type** field select the SAP object type with which the document should be archived.



3. Click **Change key data** on the Actions bar and enter the key data. Which fields are available here depends on the selected object type.




4. Save the document.

If all information has been entered correctly, the document has the status **New or ready for processing**. You can now post the document to SAP to create the link to the archive. When the document has been posted, the Process Director document status changes to **Processed**.

# Asset management

Process Director currently provides the following asset posting types to allow users to create asset documents and post these to SAP.

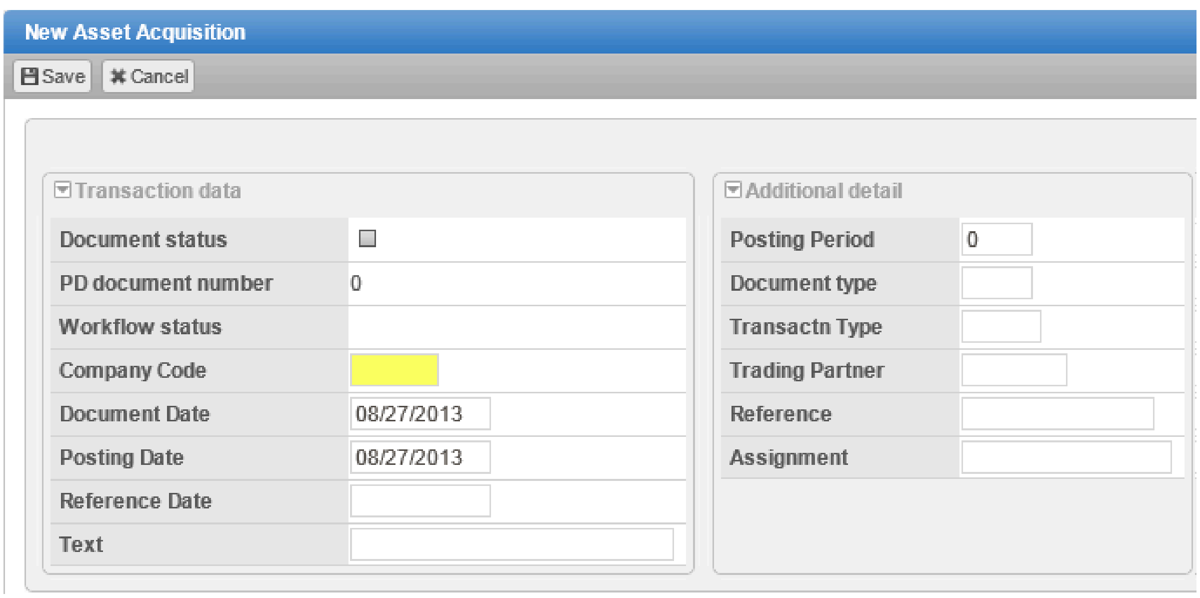
- Asset Acquisition
- Asset Retirement
- Asset Transfer

## Create an asset acquisition request

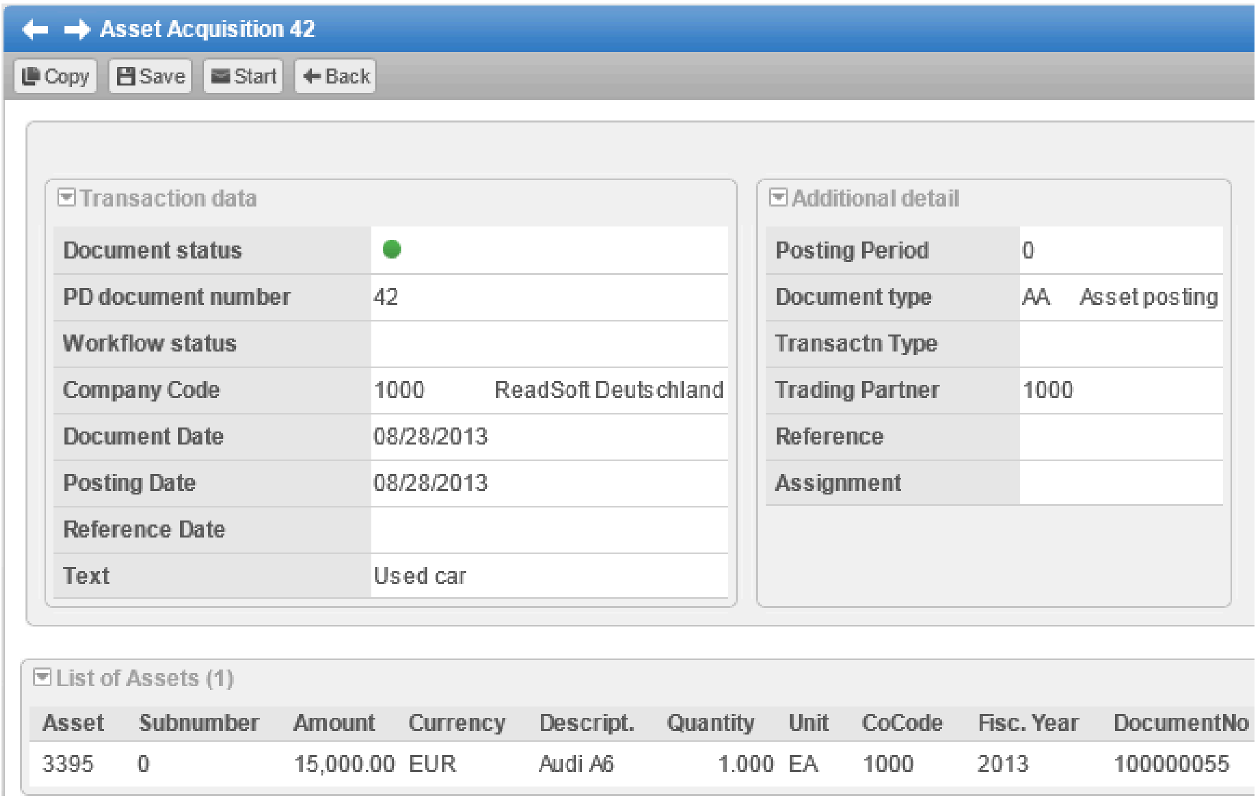
For each asset acquisition posting, a new request needs to be created in Process Director. You can also post an acquisition for multiple fixed assets in one request.

To create an asset acquisition request, complete the following steps.

1. In the Worklist, click the appropriate **Asset Acquisition** category. Then, on the **Actions** bar, click **Create**.
   A new document is created.




2. Fill in the relevant fields on the header data tabs.
3. Enter the line items. Use **New line** and **Delete line** on the **Actions** bar to add and delete line items.
4. Save the document.

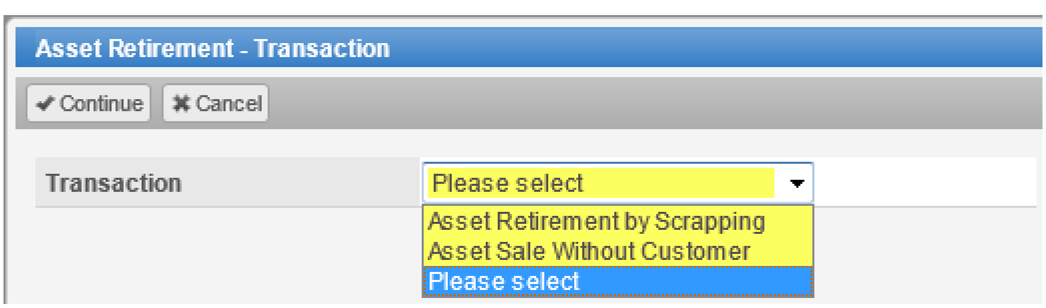



When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the changes have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

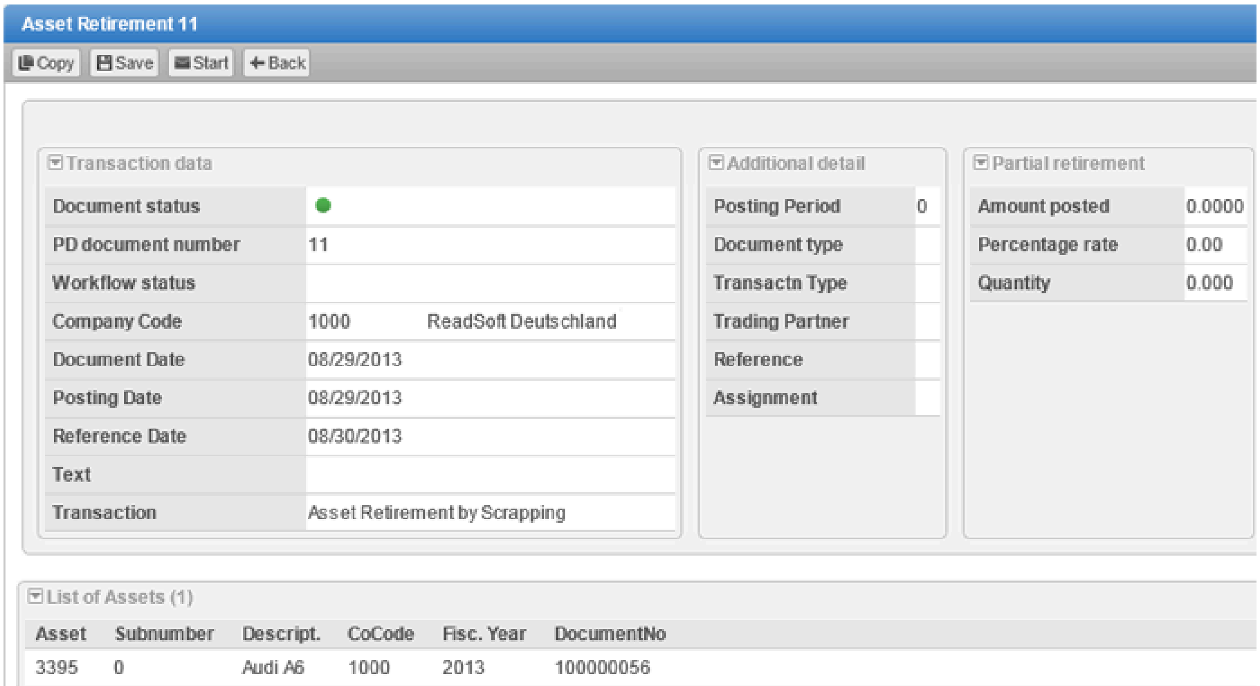
# Create an asset retirement request

To create an asset retirement request, complete the following steps.

1. In the Worklist, click the appropriate **Asset Retirement** category, then, on the **Actions** bar, click **Create**.
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 **New line** and **Delete** on the **Actions** bar to add and delete line items.
5. Save the document.




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 **Posted**.

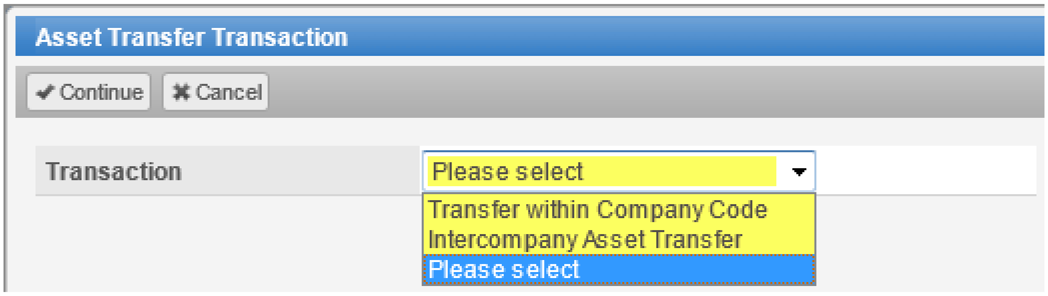
# Create an asset transfer request

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.

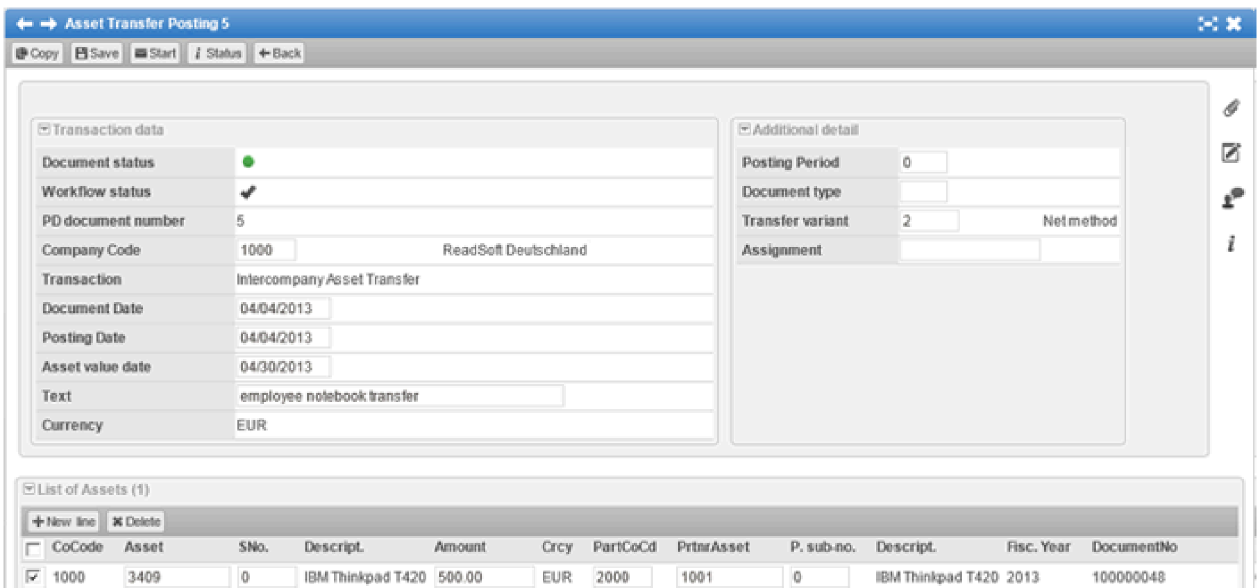
To create an asset transfer request, complete the following steps.

1. In the Worklist, click the appropriate **Asset Transfer Posting** category, then, on the **Actions** bar, click **Create**.

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 **New line** and **Delete line** on the **Actions** bar to add and delete line items.
5. Save the document.




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 **Posted**.

# 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 Kofax Process Director using capture software, which automatically extracts information from incoming purchase orders, whether they are delivered by fax, on paper or in electronic format, and sends this information to Kofax 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.

## Process customer orders

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

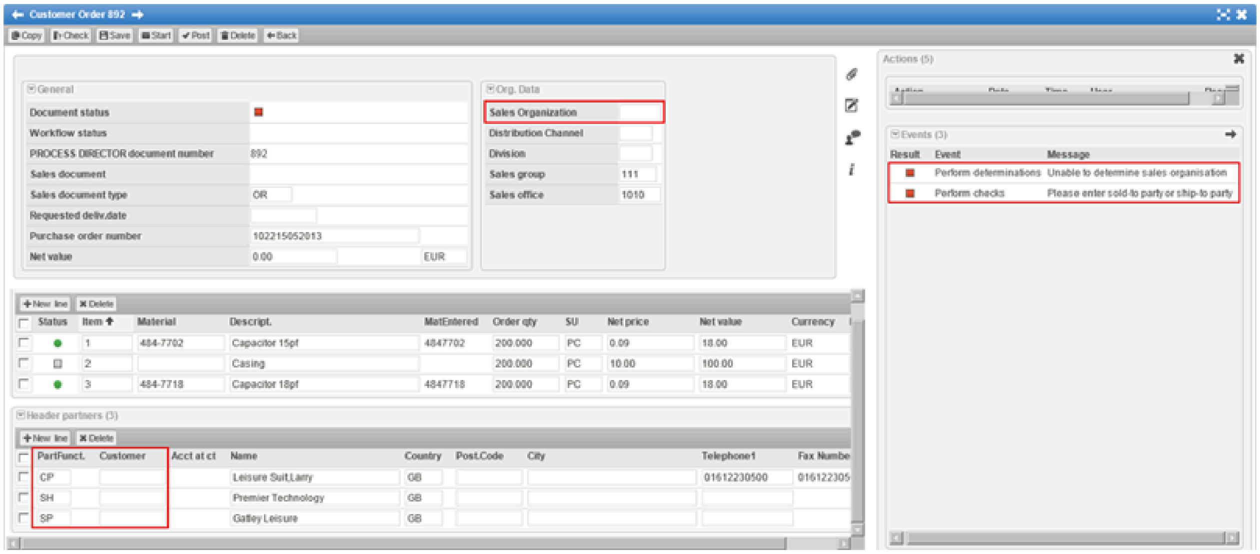
To process customer orders, complete the following steps.

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**.

### 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.


Customer Order 892
Copy
Check
Save
Start
Post
Delete
Back
General
Document status
Workflow status
PROCESS DIRECTOR document number
892
Sales document
Sales document type
OR
Requested deliv.date
Purchase order number
102215052013
Net value
0.00
EUR
Org. Data
Sales Organization
Distribution Channel
Division
Sales group
111
Sales office
1010
Actions (5)
Events (3)
Result
Event
Message
Perform determinations
Unable to determine sales organisation
Perform checks
Please enter sold-to party or ship-to party
New line
Delete
Status
Item
Material
Descript.
MatEntered
Order qty
SU
Net price
Net value
Currency
1
484-7702
Capacitor 15pf
4847702
200.000
PC
0.09
18.00
EUR
2
Casing
200.000
PC
10.00
100.00
EUR
3
484-7718
Capacitor 18pf
4847718
200.000
PC
0.09
18.00
EUR
Header partners (3)
PartFunct.
Customer
Acct at ct
Name
Country
Post.Code
City
Telephone1
CP
Leisure Suit,Larry
GB
01612230500
SH
Premier Technology
GB
SP
Galley Leisure
GB

# Electronic Bank Statements

Process Director for Electronic Bank Statements enables users to match line items of electronic bank statements with uncleared payment items. Payment advices can be automatically or manually assigned to the uncleared items. If a match is found, the payment advice is automatically assigned. If no match is found, users 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.

## Process electronic bank statements

To process electronic bank statements, complete the following steps.

## Clear an item

Process Director attempts to automatically match electronic bank statement items to a Process Director Payment Advice and clear the items. If no match is found, items must be cleared manually.

To clear an item, you have the following options.

### Manually select the payment advice number by using the search help

To manually select an existing payment advice number by using the search help, complete the following steps.

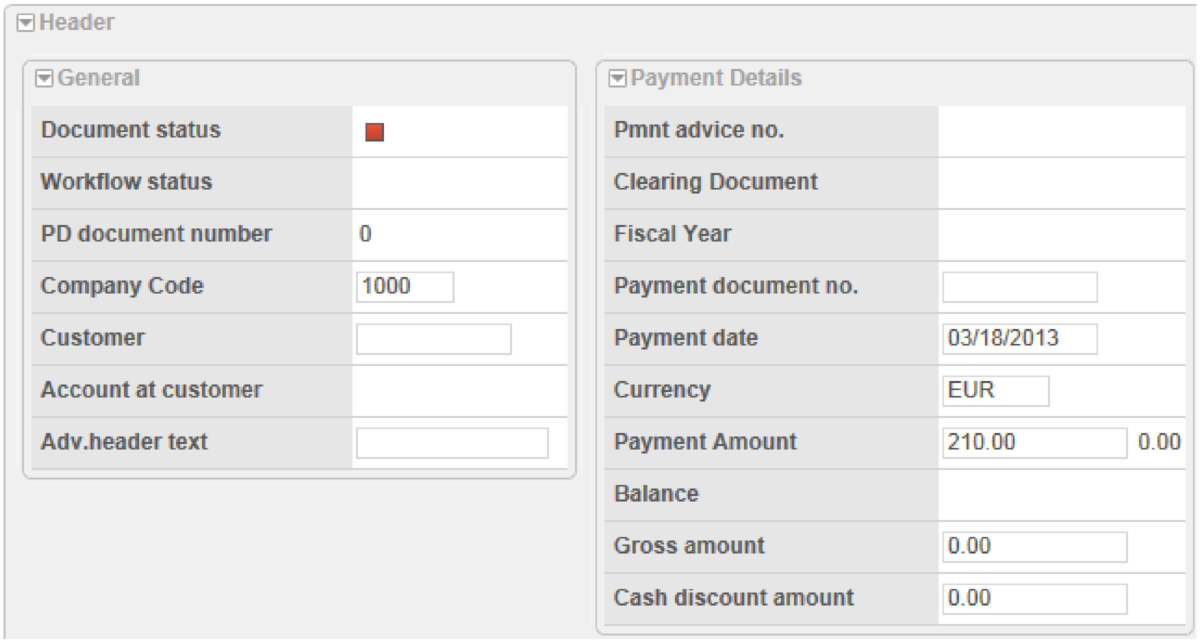
1. Select the bank statement with the uncleared items.
2. Select the uncleared item and click **Change data** .
3. In the **Assign data** popup, fill in the required information and click **Save**.
4. You can clear the item by clicking **Post data**.

### Create a new Process Director payment advice and post it in SAP

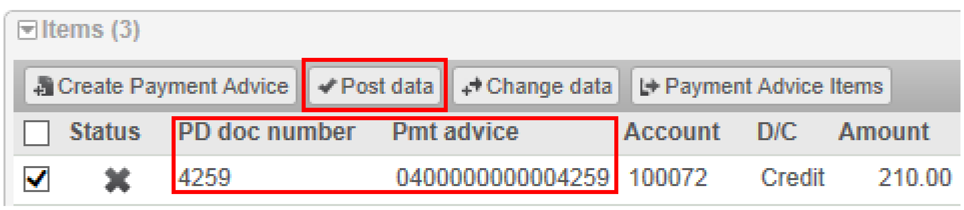
To create a new payment advice, complete the following steps.

1. Select the bank statement with the uncleared items.
2. Click the **Create Payment Advice** .

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




4. 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 **Post data**.



# Financial Postings

Process Director for Financial Postings allows users to create financial accounting (FI) documents and post them to SAP. Process Director currently supports the following posting types.

General ledger postings:

- Regular posting
- Adjustment posting
- Provision posting
- Accrual with reversal
- Recurring entry
- Aggregated accrual from Process Director Accounts Payable

Customer postings:

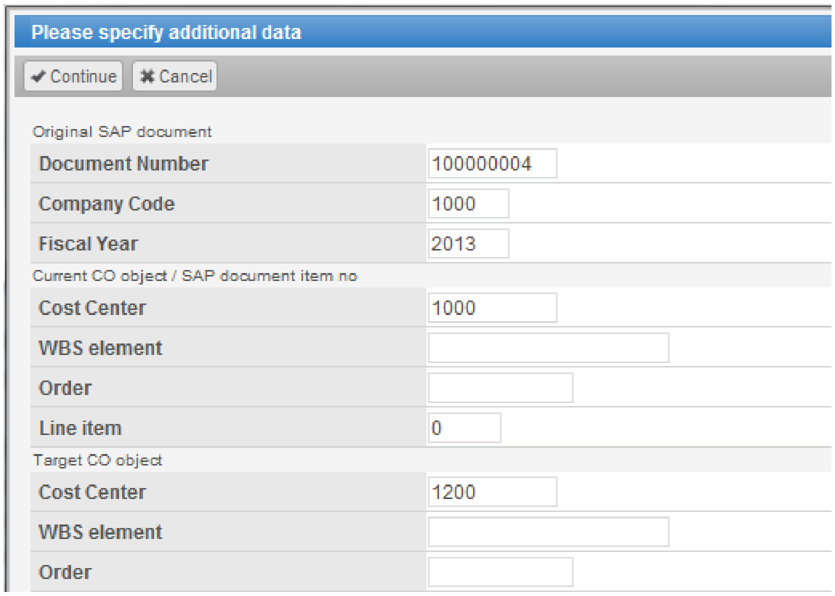
- Invoice
- Credit note
- Recurring invoice
- Deferral (invoice)
- Write-off

## Create a financial posting

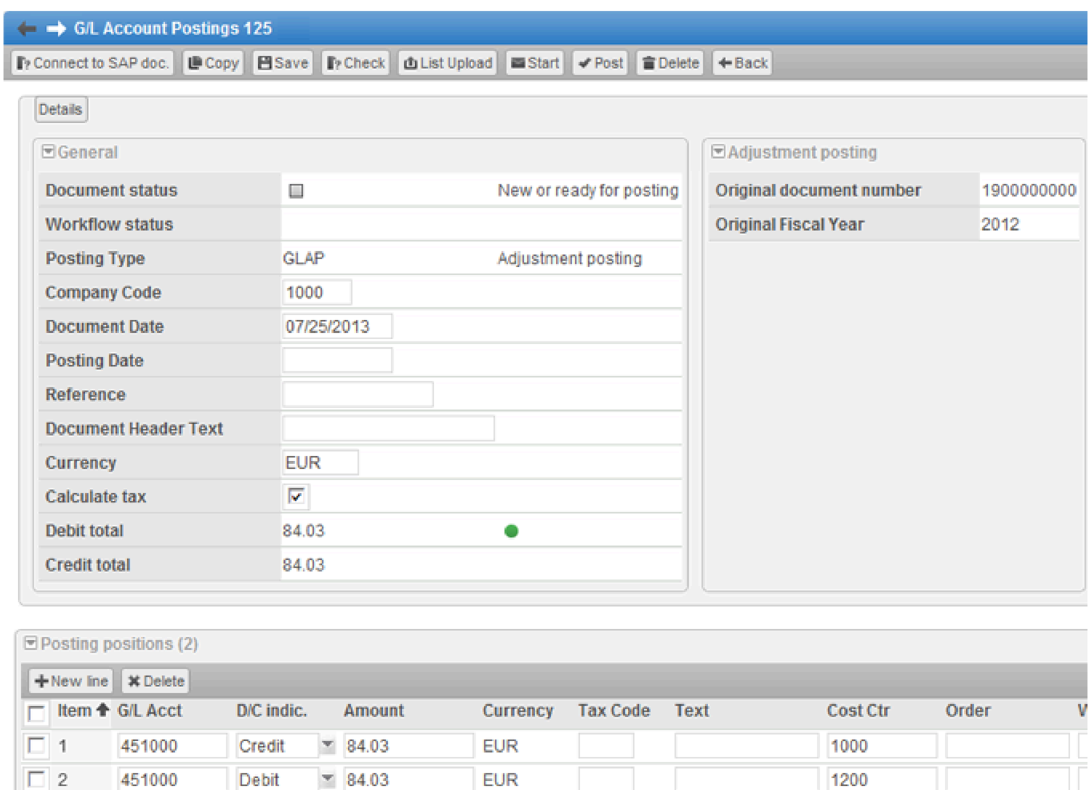
To create a financial posting, complete the following steps.

1. In the Worklist, click the appropriate category: **G/L Account Postings** or **Customer Postings**.
2. In the document list, on the **Actions** bar, click **Create**.
3. Select a posting type and click **Continue**.

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




A new document appears.



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

   Use **New line** to add posting positions, and **Delete** to delete positions.
6. (Optional) For customer postings, if tax is not calculated automatically, you can add tax data.

   Use **New line** to add tax lines, and **Delete** to delete tax lines.
7. Save the document.

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**.

If the document is posted with reference to a deferral posting, the number of the deferral document is displayed in the **Details** data pane.

**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.

# Change the posting type

To change the posting type, complete the following steps.

1. In the Worklist, click the appropriate **G/L Account Postings** or **Customer Postings** category.
2. In the document overview list, click the document number to open the document details.
3. On the **Actions** bar, click **Change Posting Type**.
4. Depending on the posting type, you may have to enter some additional information.
5. Click **Continue**.
6. Click **Save**.

# General Ledger Account Postings

## Regular posting

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

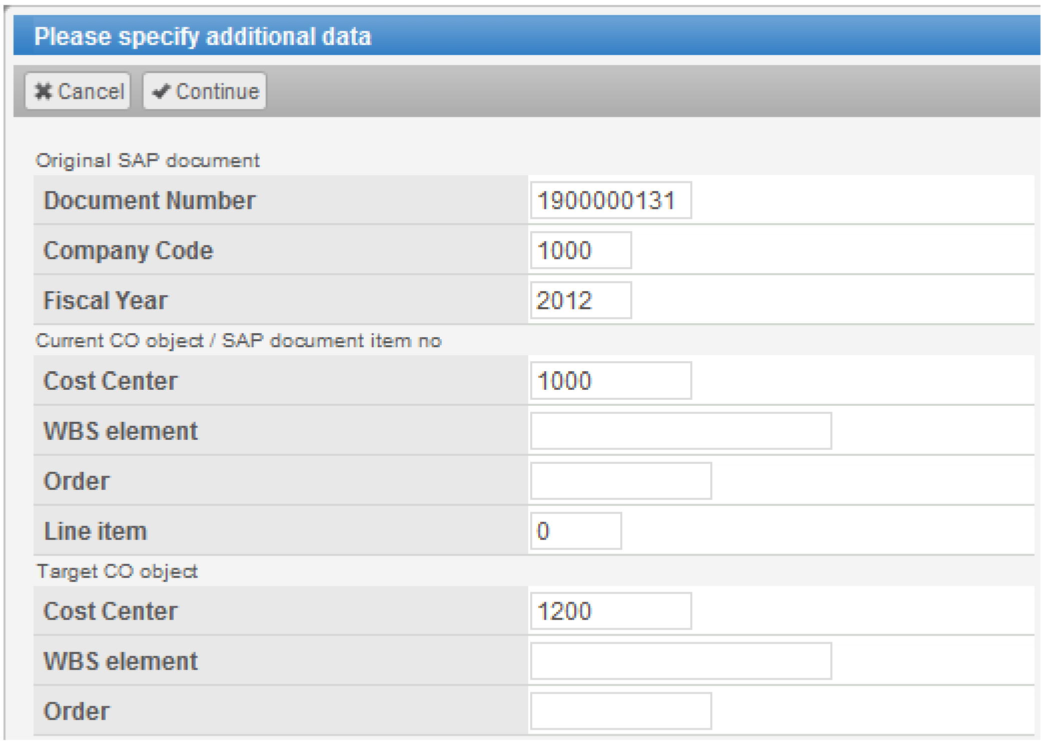
You can use a recurring entry posting to automatically create regular postings at regular intervals.

## 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 appear in the Details data pane.

## 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 data pane.

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, complete the following step.

- Open the document and, on the Actions bar, click **Reverse**.

The document status changes to **Reversed**. The number of the reversal document is displayed in the **Details** data pane.

## 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 are then 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 data pane.

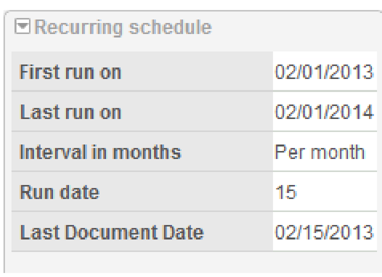
You can use a recurring accrual document to automatically create accrual with reversal postings at regular intervals.

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 schedule** data pane.




| 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, 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 data pane 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 **Complete** on the **Actions** bar.

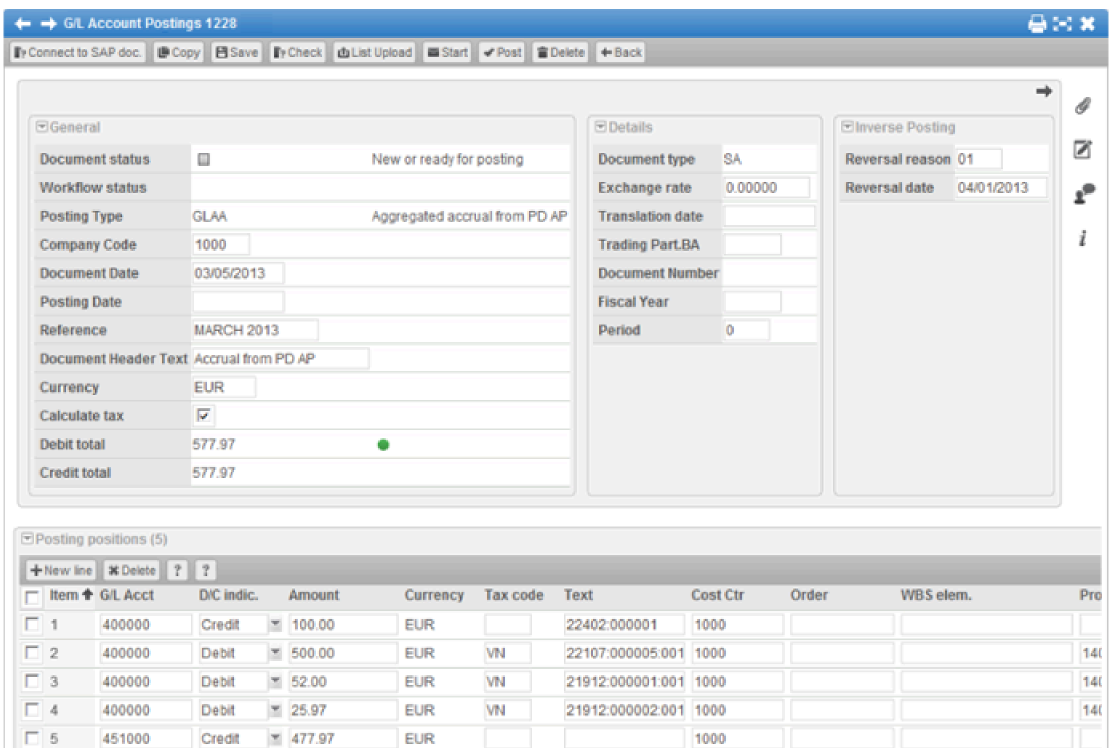
The **Relations data** pane displays a list of all documents that have been created from a recurring entry/ accrual template.

## Accrual from Process Director Accounts Payable posting

An accrual from Kofax Process Director Accounts Payable posting is created from the `/EBY/ICIV_ACCRUAL_REPORT` report. This report lists all line items in Kofax 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.




**Note** You can also display the Process Director AP document number field, which stores the number of the corresponding PD AP document. Click the number to jump to the PD AP document.

See the *Process Director Accounts Payable User 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 data panes.

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** scheduledata pane.

| 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, 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 data pane 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 **Complete** on the **Actions** bar.

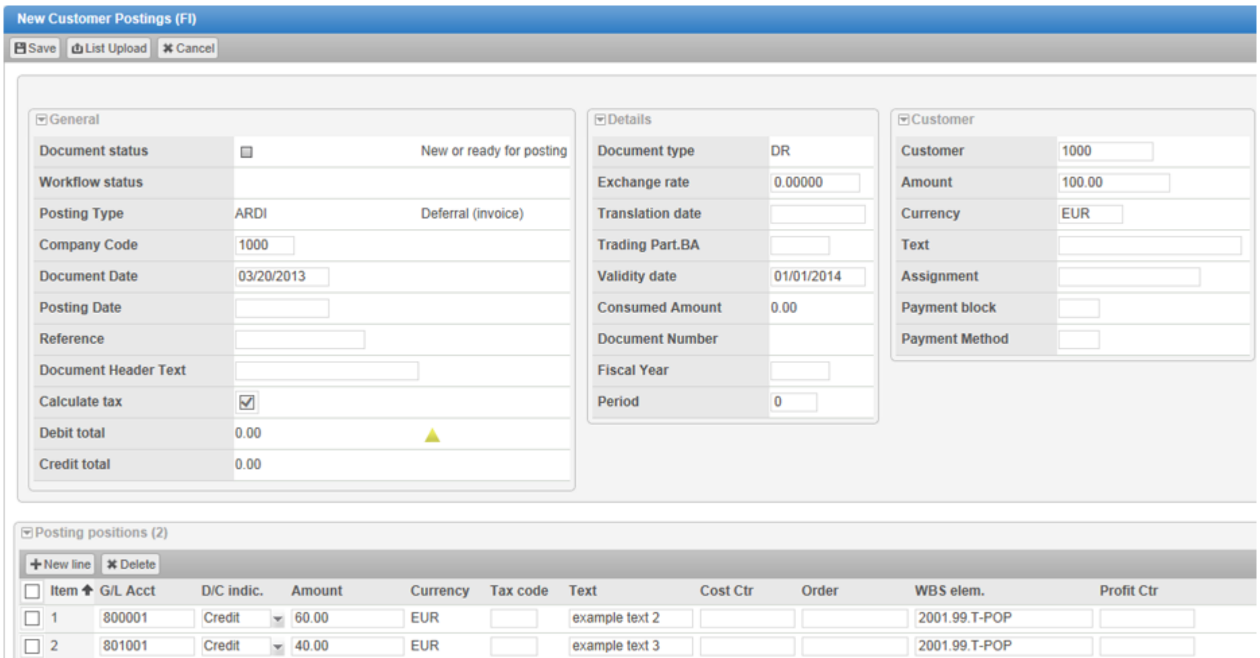
The Relations data pane displays a list of all documents that have been created from a recurring invoice template.

## Deferral (invoice) posting

A deferral (invoice) posting enables you to post revenue from a customer invoice to a deferred revenue account, rather than recording the entire amount on the Profit and Loss statement (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 data pane.

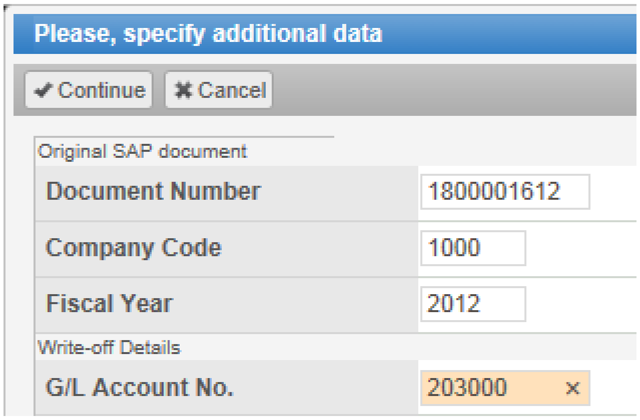
Whenever you make a posting against the deferred invoice document, the Consumed Amount is recalculated so that you can see how much has been posted to the actual revenue account. Process Director monitors the validity date of deferral (invoice) postings and sends an email notification to the person who 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 data pane.

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

# Goods Receipts

Process Director for Goods Receipts allows users to create and process goods receipts and inbound deliveries and post them to SAP. Goods receipts and inbound deliveries can be entered manually in the Process Director SAP GUI or Web Application, or capture software can be used to automatically capture information from delivery notes and advanced shipping notifications. Capture software automatically extracts information from incoming delivery notes and shipping notifications, 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 or inbound delivery data can be automatically filled in.

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

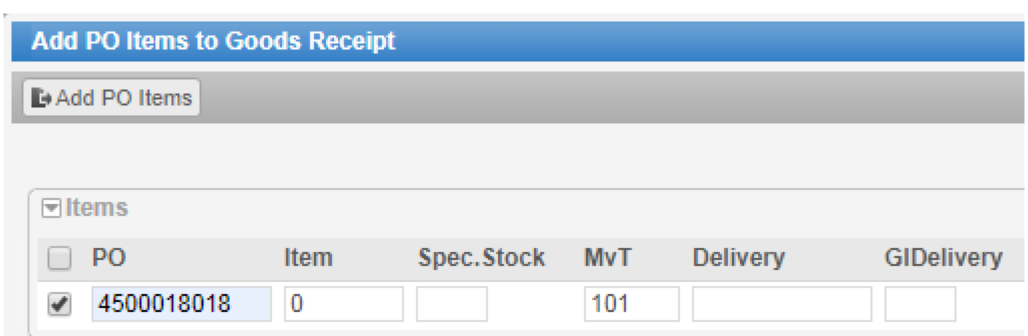
## Create a goods receipt

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.

### Create a goods receipt based on a purchase order

To create a goods receipt without a requisition or invoice, complete the following steps.

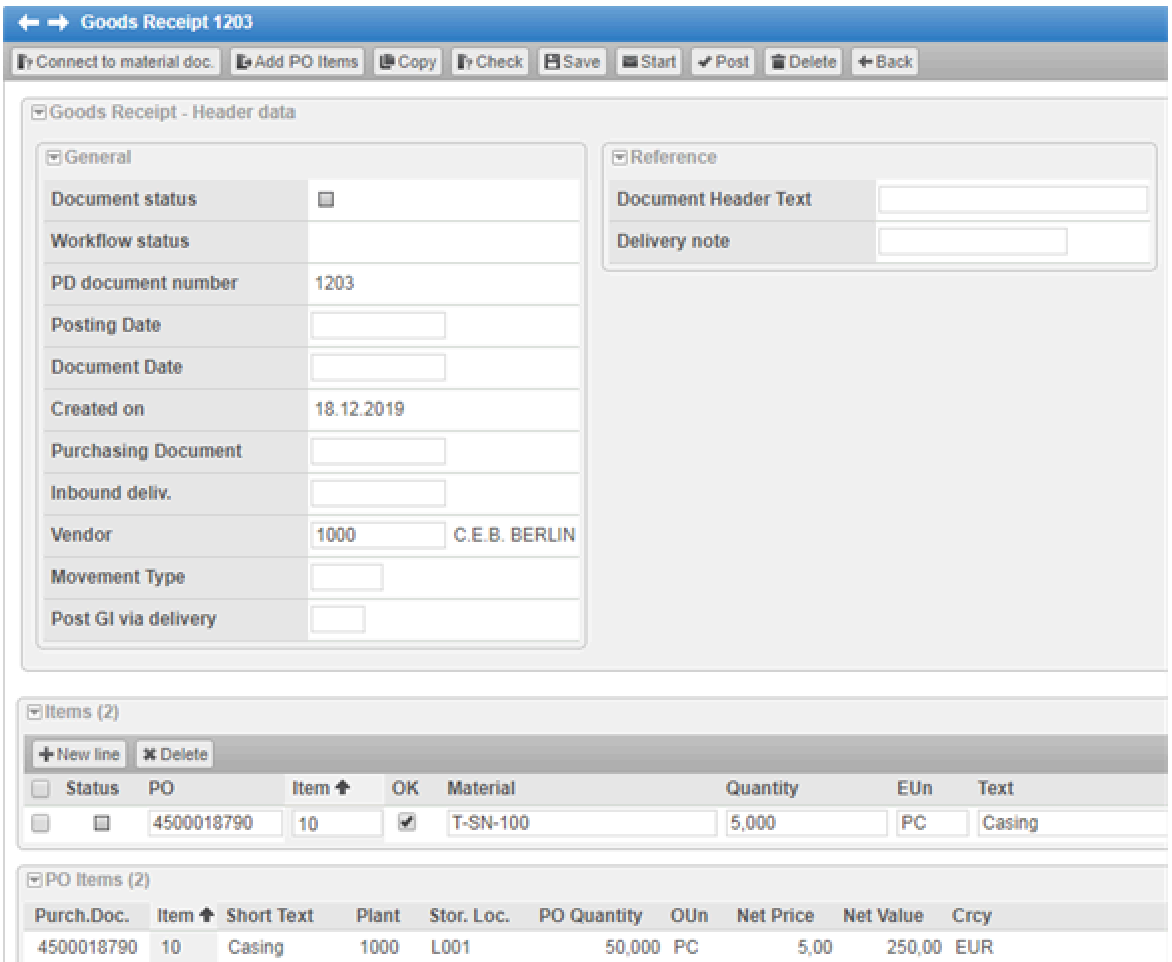
1. In the Worklist, click the appropriate **Goods Receipt** category, then click **Create**.
2. In the **Add PO Items to Goods Receipt** dialog box, type the purchase order number. You can also specify an item, a delivery, a movement type and a special stock indicator. Make sure the **GIDelivery** check box is cleared. See Create an inbound delivery for information on this check box.



3. Click **Add PO Items**.

   A new document appears. The line items of the selected purchase order are transferred to the new document.
4. Fill in the header fields.
5. Edit the line items, if necessary. Use **New line** and **Delete line** on the line items **Actions** bar to add and delete line items.

   To transfer line items from another purchase order to the goods receipt, click **Add PO Items**. In the **Add PO Items to Goods Receipt** dialog box, type the number of the purchase order or use search help to select it and click **Add PO Items**.
6. If the delivery of this item is to be considered complete, select the **OK** check box.




7. Click **Save**.

If you entered all the information 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 **Posted**.

### Create a goods receipt based on a requisition or invoice

To create a goods receipt that is based on a posted requisition or invoice, complete the following steps.

1. In the document overview list, click the Process Director requisition or invoice document, then click **Goods Receipt**.

   If you select a requisition or invoice that has several vendors, you are prompted to choose one of those vendors.

   A new goods receipt document appears. The line item information from the purchase order is automatically entered into the line items area of the goods receipt. The purchase order number, and in the case of invoices, the Process Director invoice document number, appears in the goods receipt.
2. Make changes as necessary.
3. Click **Save**.

If you entered all the information 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 **Posted**.

## Create an inbound delivery

If your supplier sends an advanced shipping notification, you can create an inbound delivery document for the shipping notification.

To create an inbound delivery, complete the following steps.

1. In the Worklist, click the appropriate **Goods Receipt** category, then click **Create**.
2. Type the purchase order number and select the **GIDelivery** check box.
3. Click **Add PO Items**.

   A new document appears. The line items of the selected purchase order are transferred to the new document.
4. Fill in the header fields.
5. Edit the line items. Use **New line** and **Delete line** on the line items **Actions** bar to add and delete line items.
6. Click **Save**.

If you entered all the information 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 **Posted**. The number of the SAP inbound delivery document appears in the **Inbound delivery** field and a corresponding entry is added to the **Confirmations** tab in the purchase order.

## Process goods receipts

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

To process goods receipts, complete the following steps.

1. In the Worklist, click the appropriate **Goods Receipt** category.

   The document list displays all goods receipt documents. Documents that contain errors have the status **In error**.
2. Click the document you want to view.

   **Note** For purchase orders with inbound deliveries, additional details are displayed: the delivery date, the delivery quantity, and the sales unit.
3. On the **Attachments** tab, click the **Process Director scanned document** attachment to display the document image (if available).
4. Click **Check**.

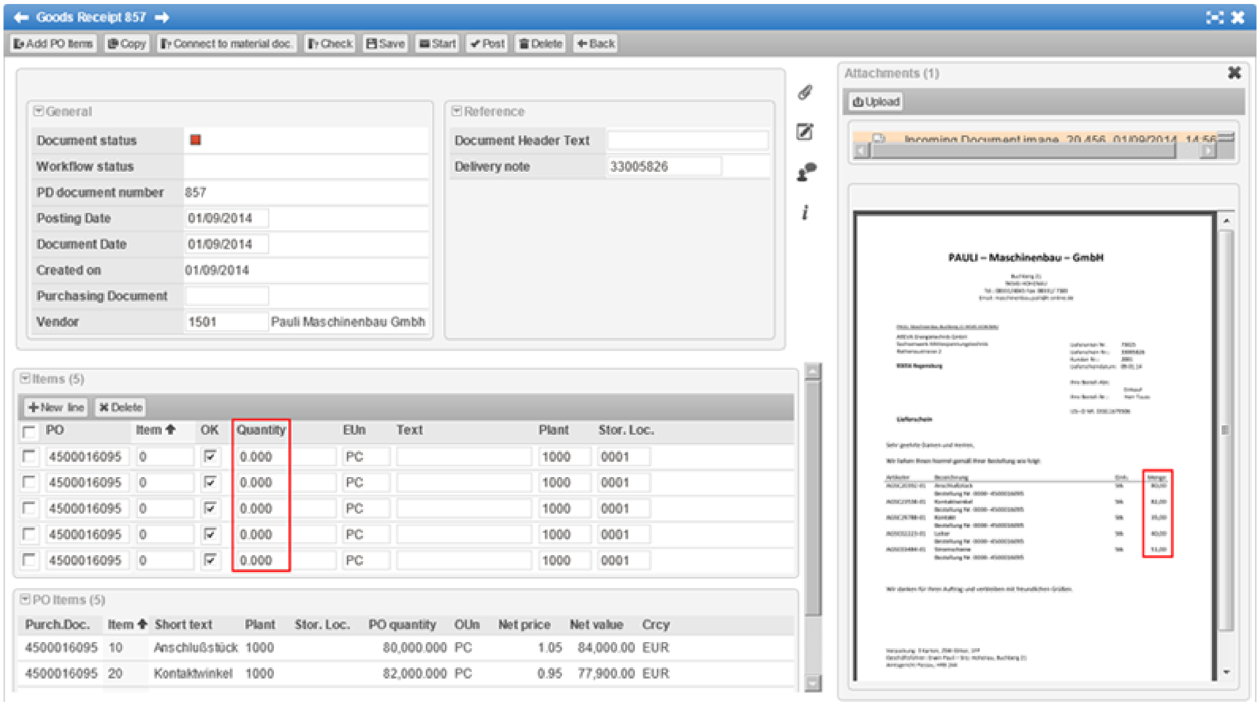
   The system messages resulting from the check will help you to identify the errors.
5. Correct the errors.
6. Click **Save**.

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** check box for each item.


Goods Receipt 857
Add PO items
Copy
Connect to material doc.
Check
Save
Start
Post
Delete
Back
General
Document status
Workflow status
PD document number
857
Posting Date
01/09/2014
Document Date
01/09/2014
Created on
01/09/2014
Purchasing Document
Vendor
1501
Pauli Maschinenbau Gmbh
Reference
Document Header Text
Delivery note
33005826
Items (5)
New line
Delete
PO
Item
OK
Quantity
EUn
Text
Plant
Stor. Loc.
4500016095
0
0.000
PC
1000
0001
PO Items (5)
Purch.Doc.
Item
Short text
Plant
Stor. Loc.
PO quantity
OUn
Net price
Net value
Crcy
4500016095
10
Anschlußstück
1000
80,000.000
PC
1.05
84,000.00
EUR
4500016095
20
Kontaktwinkel
1000
82,000.000
PC
0.95
77,900.00
EUR
Attachments (1)
Upload
PAULI – Maschinenbau – GmbH

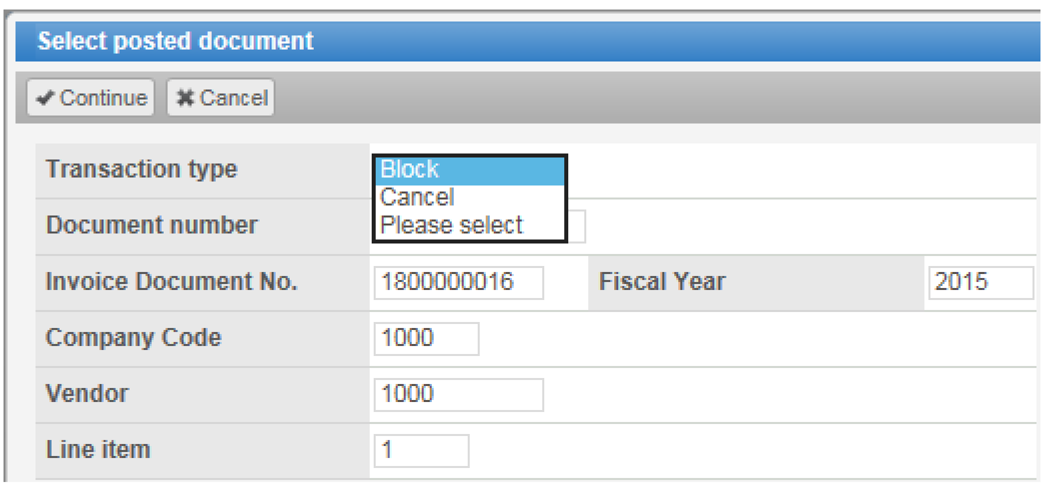
# Invoice Block and Cancellation

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

## Create a block/unblock request

To create a block/unblock request, complete the following steps.

1. In the Worklist, click the **Invoice Blocking/Unblocking** category.
2. In the document overview list, on the **Actions** bar, click **Create**.
3. Select the transaction type **Block** or **Cancel**, fill in the required fields and click **Continue** . The **Document number** field refers to the Process Director Accounts Payable document number. If the invoice has more than one line with posting key 31 and different vendor numbers, you must also enter the vendor and line item after clicking the **Continue** button.

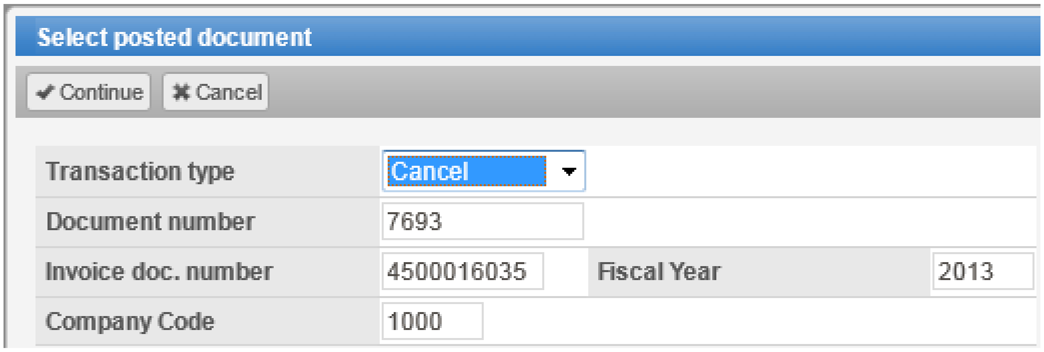



## Cancel an invoice

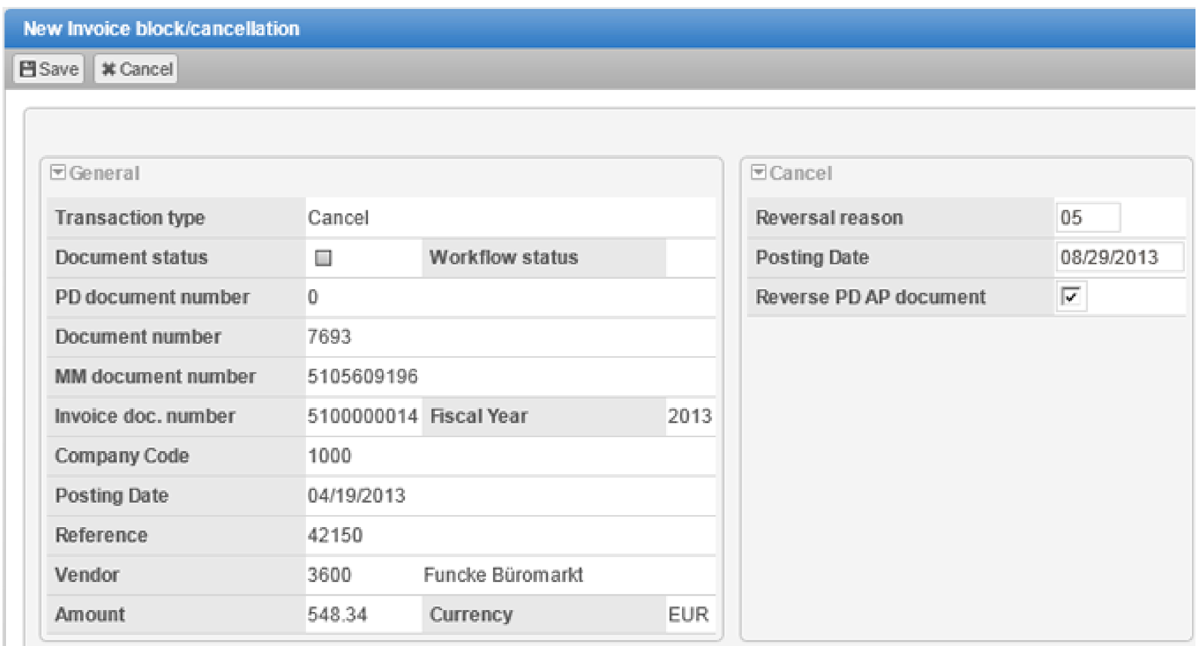
To cancel an invoice, complete the following steps.

1. In the Worklist, click the **Invoice Blocking/Unblocking** category.
2. In the document overview list, on the **Actions** bar, click **Create**.

3. Fill in the required fields and click **Continue** . The **Document number** field refers to the Process Director Accounts Payable document number.




4. 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.




5. Click **Save**.

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**.

# 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.

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

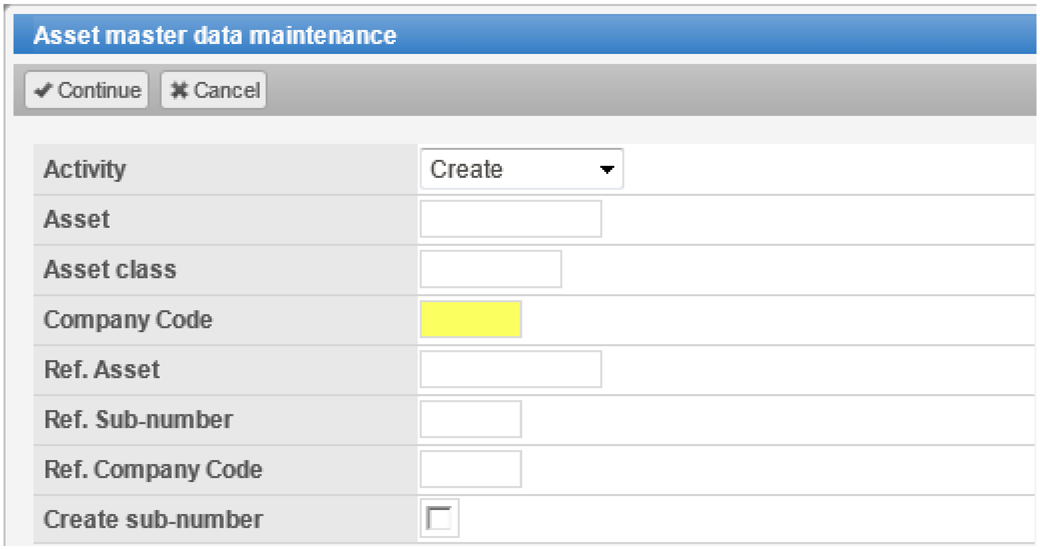
## Create an asset master maintenance request

To create an asset master maintenance request, complete the following steps.

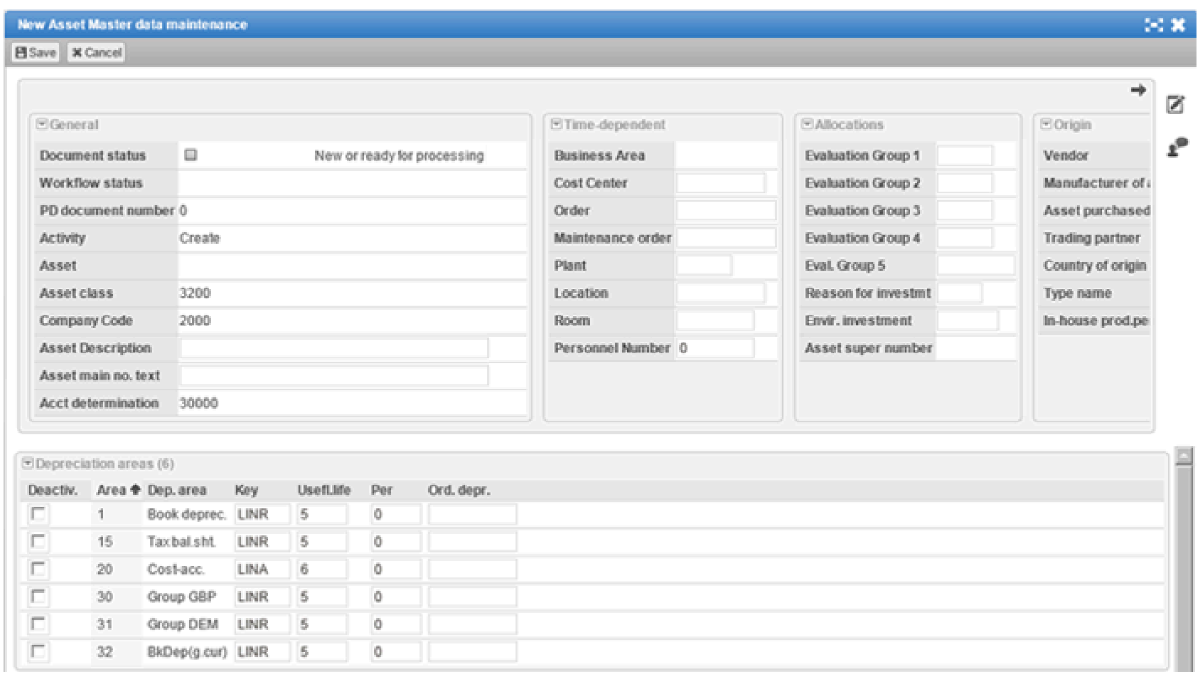
1. In the Worklist, click the appropriate **Asset Master Maintenance** category.
2. In the document overview list, on the **Actions** bar, click **Create**.

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

   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.




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

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

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**.

## Add multiple assets to the request

To add multiple assets to the request, complete the following steps.

1. In the document list, on the **Actions** bar, click **Create**.
2. Select **Create**, fill in the **Asset class** and **Company Code** fields and click **Continue** .
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.

List of Assets (3)

New line Delete

| | Asset | Subnumber | Descript. | Bus. Area | Cost Ctr | Ev.Group 1 | EvGroup 2 | Eval.Grp 3 | Eval.Gr.4 |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | | | Audi | | | 0001 | 0002 | | |
| ☐ | | | Audi | | | 0001 | 0002 | | |
| ☐ | | | Audi | | | 0001 | 0002 | | |

5. If necessary, change the required fields.

List of Assets (3)

New line Delete

| | Asset | Subnumber | Descript. | Bus. Area | Cost Ctr | Ev.Group 1 | EvGroup 2 | Eval.Grp 3 | Eval.Gr.4 |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | | | Audi | | | 0001 | 0002 | 0001 | |
| ☐ | | | Audi | | | 0001 | 0002 | | Y |
| ☐ | | | Audi | | | 0001 | 0002 | | |

6. Post the document.

List of Assets (3)

| Asset | Subnumber | Descript. | Bus. Area | Cost Ctr | Ev.Group 1 | EvGroup 2 | Eval.Grp 3 | Eval.Gr.4 |
|---|---|---|---|---|---|---|---|---|
| 3377 | 0 | Audi | | | 0001 | 0002 | 0001 | |
| 3378 | 0 | Audi | | | 0001 | 0002 | | Y |
| 3379 | 0 | Audi | | | 0001 | 0002 | | |

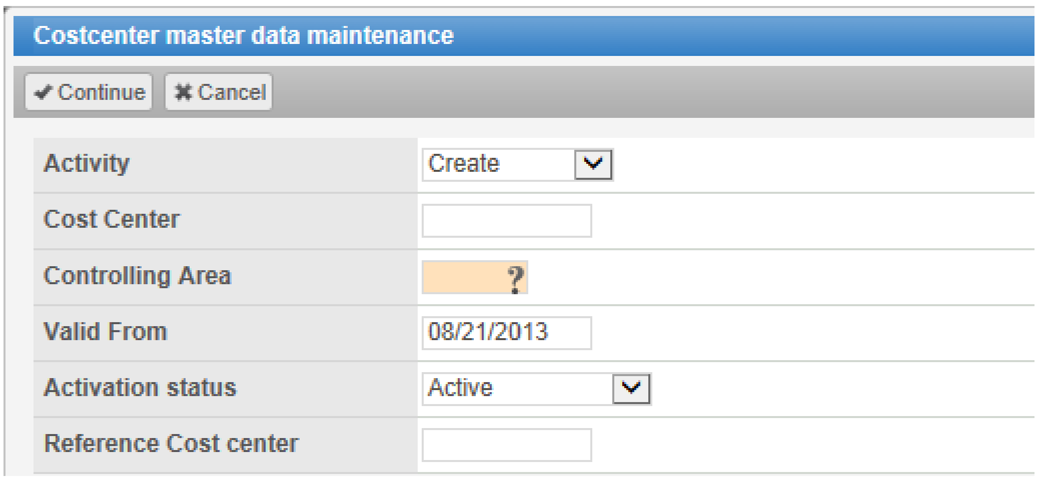
The assets are created in SAP and the numbers entered in the lines.

# Create a cost center maintenance request

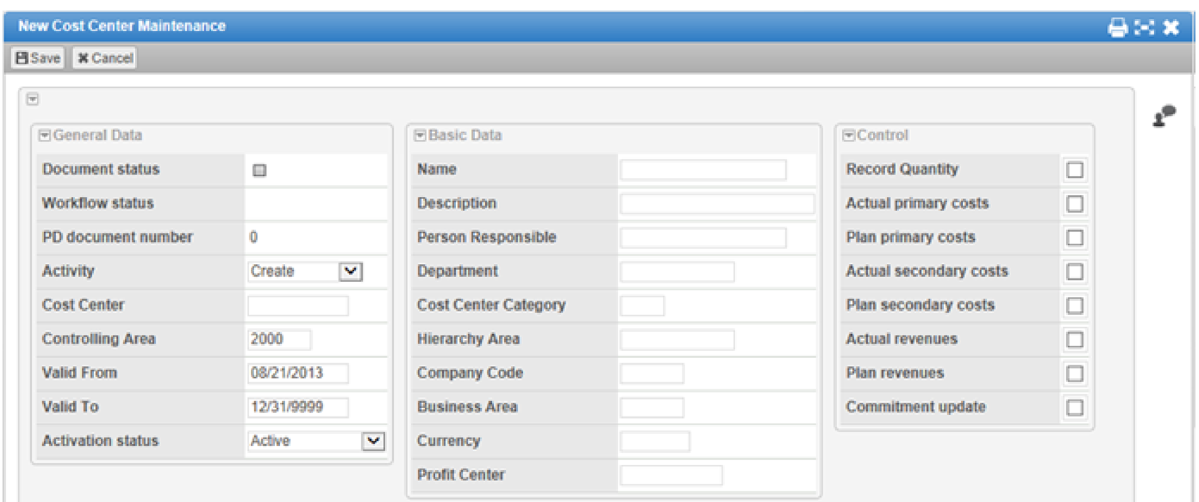
To create a cost center maintenance request, complete the following steps.

1. In the Worklist, click the appropriate **Cost Center Maintenance** category.
2. In the document overview list, on the **Actions** bar, click **Create**.
3. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click **Continue**.

   If necessary, in the **Reference 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.



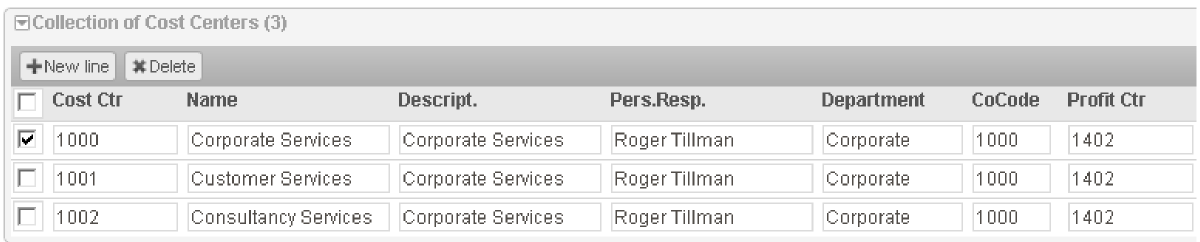

4. Fill in any relevant fields on the header data tabs.
5. Click **Save**.

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.

## Add multiple cost centers to the request

To add multiple cost centers to the request, complete the following steps.

1. In the document list, on the **Actions** bar, click **Create**.
2. Select **Create**, fill in the **Cost Center** and **Controlling Area** fields and click **Continue**.
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.


Collection of Cost Centers (3)

New line Delete

| | Cost Ctr | Name | Descript. | Pers.Resp. | Department | CoCode | Profit Ctr |
|---|---|---|---|---|---|---|---|
| ☑ | 1000 | Corporate Services | Corporate Services | Roger Tillman | Corporate | 1000 | 1402 |
| ☐ | 1001 | Customer Services | Corporate Services | Roger Tillman | Corporate | 1000 | 1402 |
| ☐ | 1002 | Consultancy Services | Corporate Services | Roger Tillman | Corporate | 1000 | 1402 |

6. Post the document.

# Customer master data maintenance

## Create a customer master maintenance request

To create a customer master maintenance request, complete the following steps.

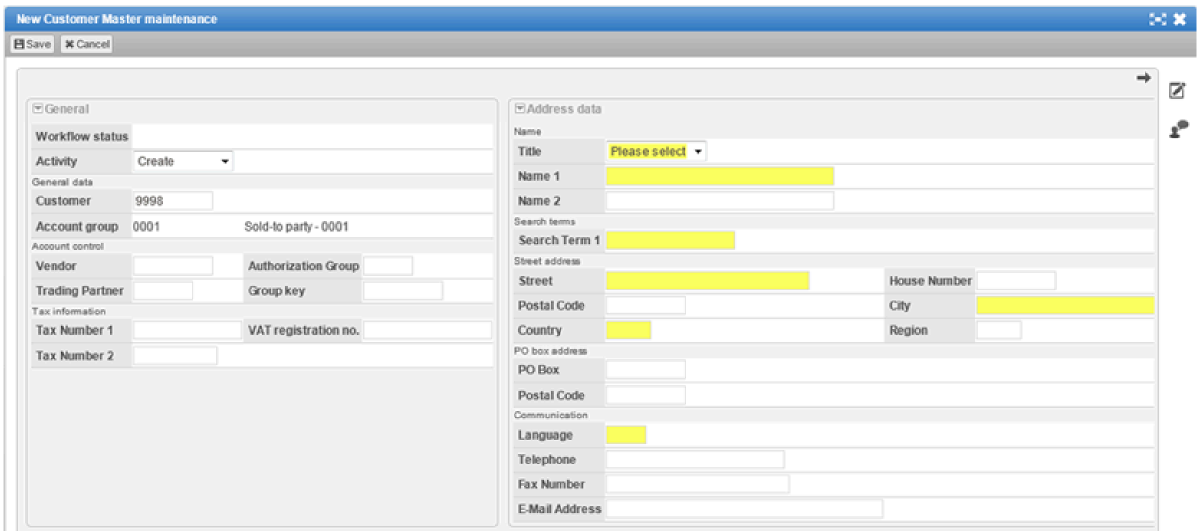
1. In the Worklist, click the appropriate **Customer Master maintenance** category.

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

   A new document is created.

   You can also repeat the steps to extend the customer details by adding more data, such as an additional company code.


3. Fill in or edit any relevant fields on the header data tabs.
4. Click **Save**.

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.

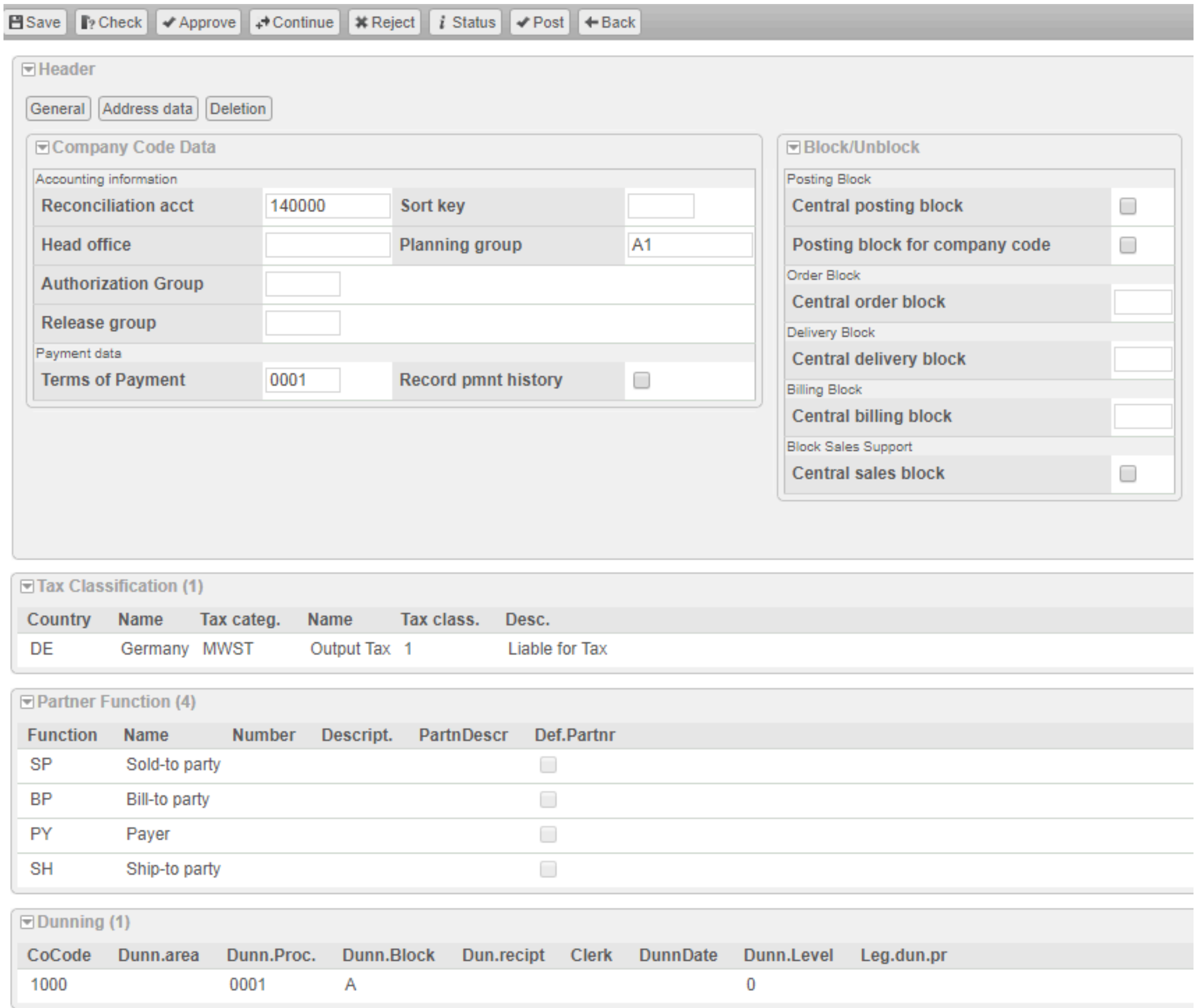
## Processing in the workflow

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, accounting users will be able to see the **Company Code Data** tab and sales users will be able to see the **Sales Area Data** tab.

To process data in the workflow, complete the following steps.

1. Open the document to approve it.
2. Enter all the required data.

3. If necessary and if you have the required rights, 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**.

## View changed data

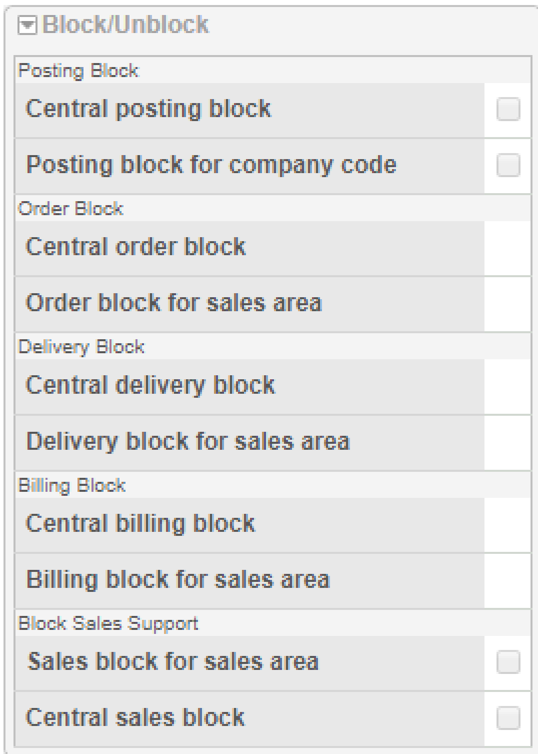
If your system is configured to check for changes in customer master data maintenance requests, you can view these changes by clicking the **Check** button.

The changed field values are displayed in the **Messages** popup and the affected fields are highlighted in the document detail view. This enables you to easily see which changes should be made to the SAP customer master data.

## Requests for blocking/deletion

To create a block/deletion request, complete the following steps.

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




4. Click **Save**.

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**.

# General ledger accounts

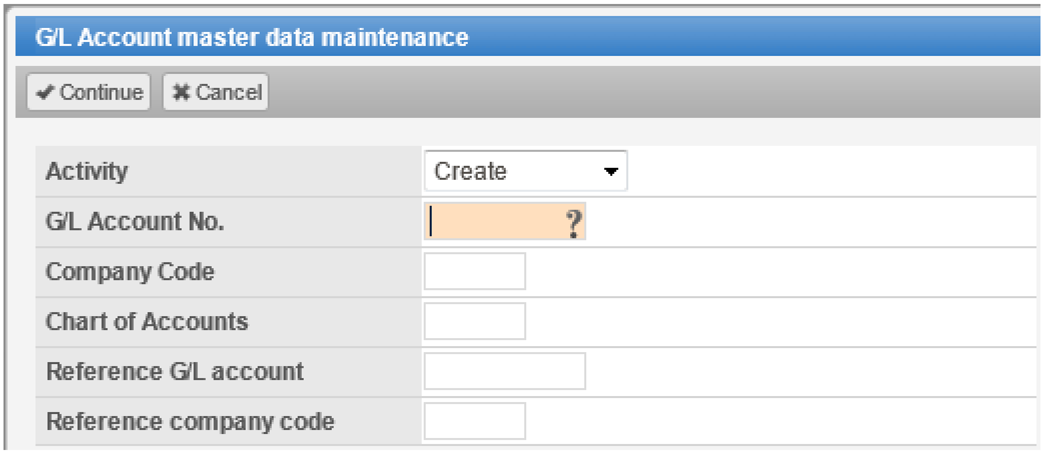
## Create a G/L account maintenance request

To create a G/L account maintenance request, complete the following steps.

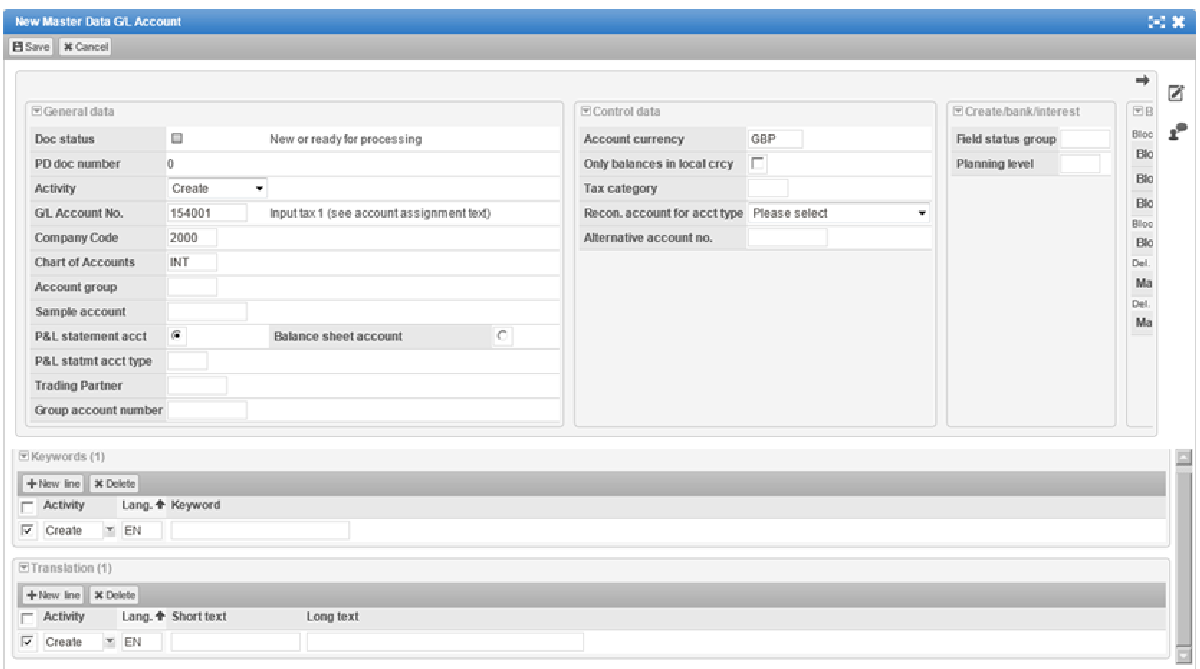
1. In the Worklist, click the appropriate **G/L Account Maintenance** category.
2. In the document overview list, on the **Actions** bar, click **Create**.

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

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




   A new document is created.



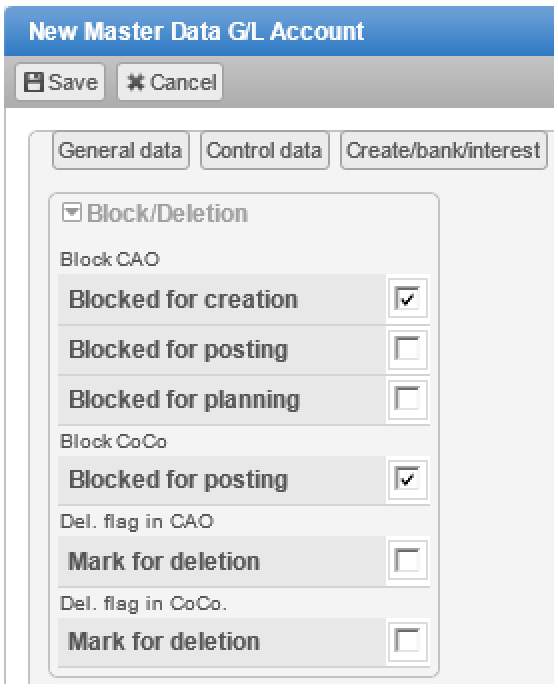

4. Fill in any relevant fields on the header data tabs.
5. If necessary, enter keywords and translation information.
6. Click **Save**.

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**.

## Requests for blocking/deletion

To create a block or deletion request, complete the following steps.

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 **Save**.

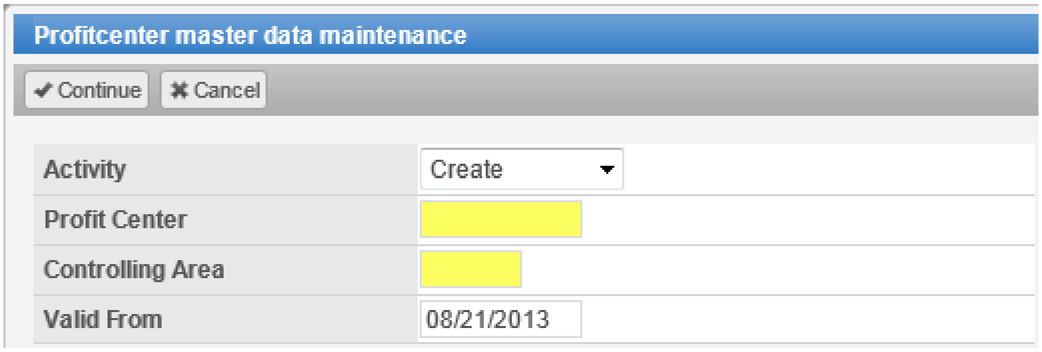
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status Ready for processing. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been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

# Create a profit center maintenance request

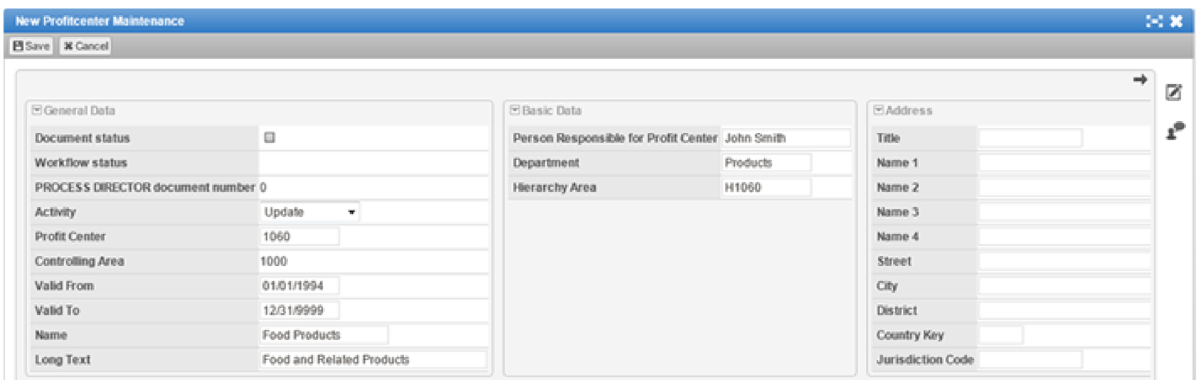
To create a profit center maintenance request, complete the following steps.

1. In the Worklist, click the appropriate **Profit Center Maintenance** category.
2. In the document overview list, on the **Actions** bar, click **Create**.

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




A new document is created.




4. Fill in any relevant fields on the header data tabs.
5. 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.
6. Click **Save**.

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 maintenance

## Create a vendor master maintenance request

To create a vendor master maintenance request, complete the following steps.

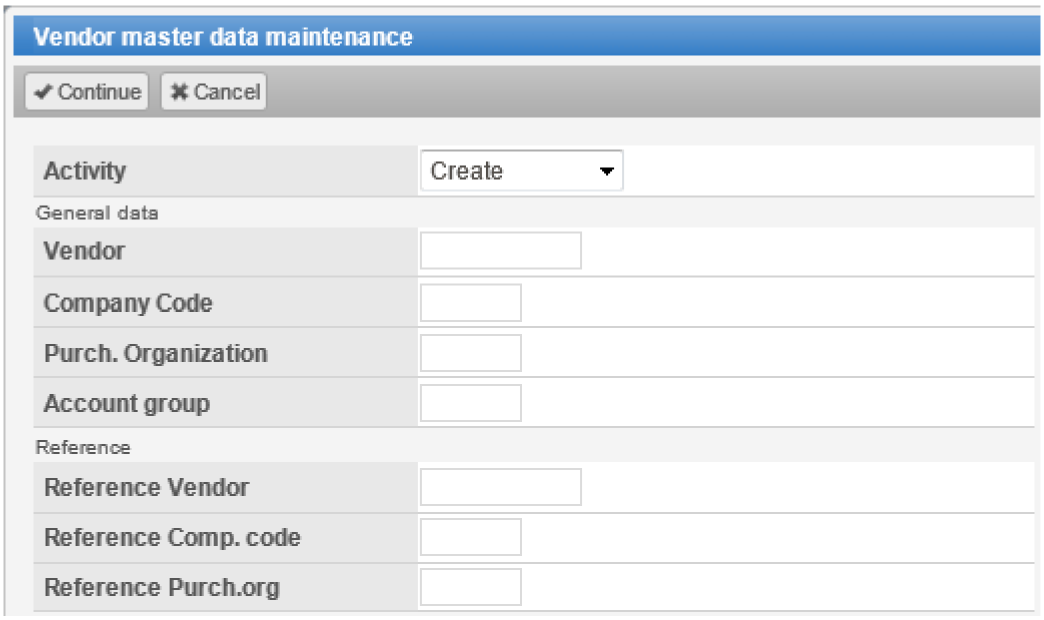
1. In the Worklist, click the appropriate **Vendor Master Maintenance** category.

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

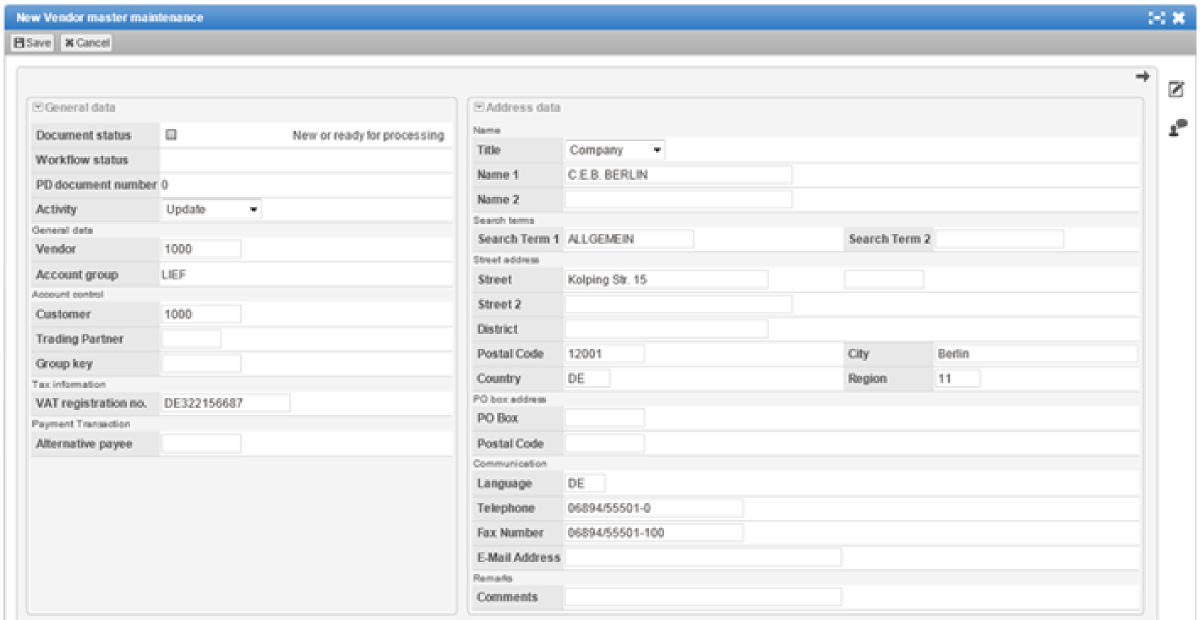
   You can enter the reference vendor number of an existing vendor and its data will be entered in the new request.

   > **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**.

   You can also repeat the steps to extend the vendor details by adding more data, such as an additional company code.




A new document is created.




3. Fill in or edit any relevant fields on the header data tabs.
4. Click **Save**.

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.

To process data in the workflow, complete the following steps.

1. Open the document to approve it.
2. Enter all the required data.
3. If necessary and if you have the required rights, 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**.

## View changed data

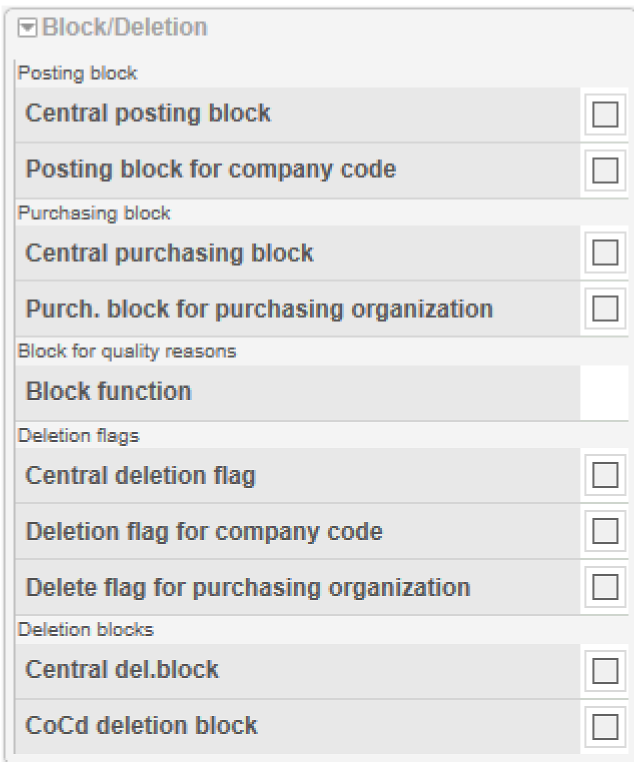
If your system is configured to check for changes in vendor master data maintenance requests, you can view these changes by clicking the **Check** button.

The changed field values are displayed in the **Messages** popup and the affected fields are highlighted in the document detail view. This enables you to easily see which changes should be made to the SAP vendor master data.

## Requests for blocking/deletion

To create a block/deletion request, complete the following steps.

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 **Save**.

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**.

# 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 capture software 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.

## Create an order confirmation

To create an order confirmation, complete the following steps.

1. In the Worklist, click the **Order Confirmations** category
2. In the document overview list, on the **Actions** bar, click **Create**.

A new document is created.

3. 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.
4. Use **New line** and **Delete** on the line items **Actions** bar to add and delete order confirmation line items.

   Alternatively, to automatically enter the purchase order items, click **Items Proposal** on the **Actions** bar.

   Process Director proposes only those items for which the confirmation control has been set in their respective purchase orders.
5. Make changes as necessary.
6. On the **Actions** bar, click **Check**. The system messages resulting from the check will help you identify the errors.

**Note** If the order confirmation contains a delivery date, quantity, or net price that is different from the purchase order, the corresponding value is highlighted in red and the difference is displayed in the Diff date, Qty difference, or Price difference field respectively.

7. Click **Save**.

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**.

**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 overview list, select the requisition and click **Order confirmation** .

# Process order confirmations

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

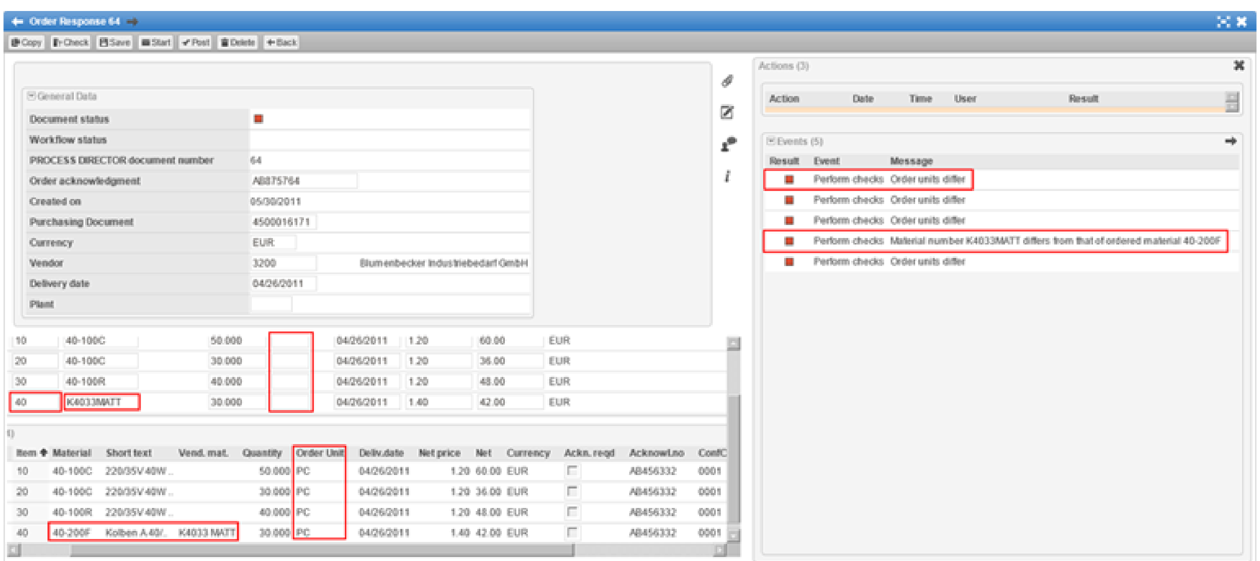
To create an order confirmation, complete the following steps.

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**.

## 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.



# 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.

After approval, users can post the Process Director payment approval document to start the payment run in SAP transaction F110.

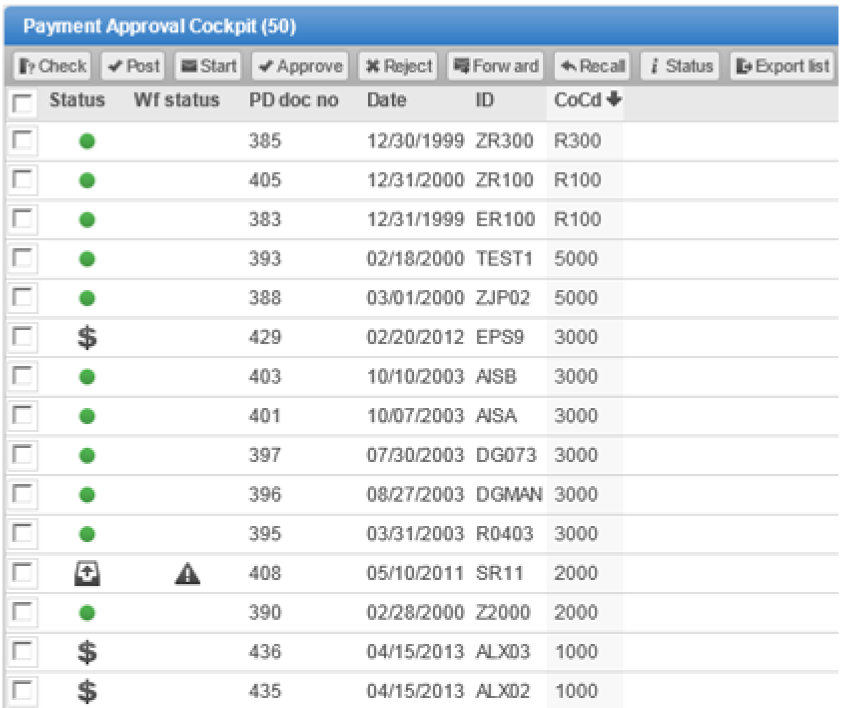
**Note** When a payment run is executed, but there is no change in the item data, a message is displayed to state that no change was made.

# Process payment approvals

To process payment approvals, complete the following steps.

1. In the Worklist, click the appropriate **Payment Approval** category.

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

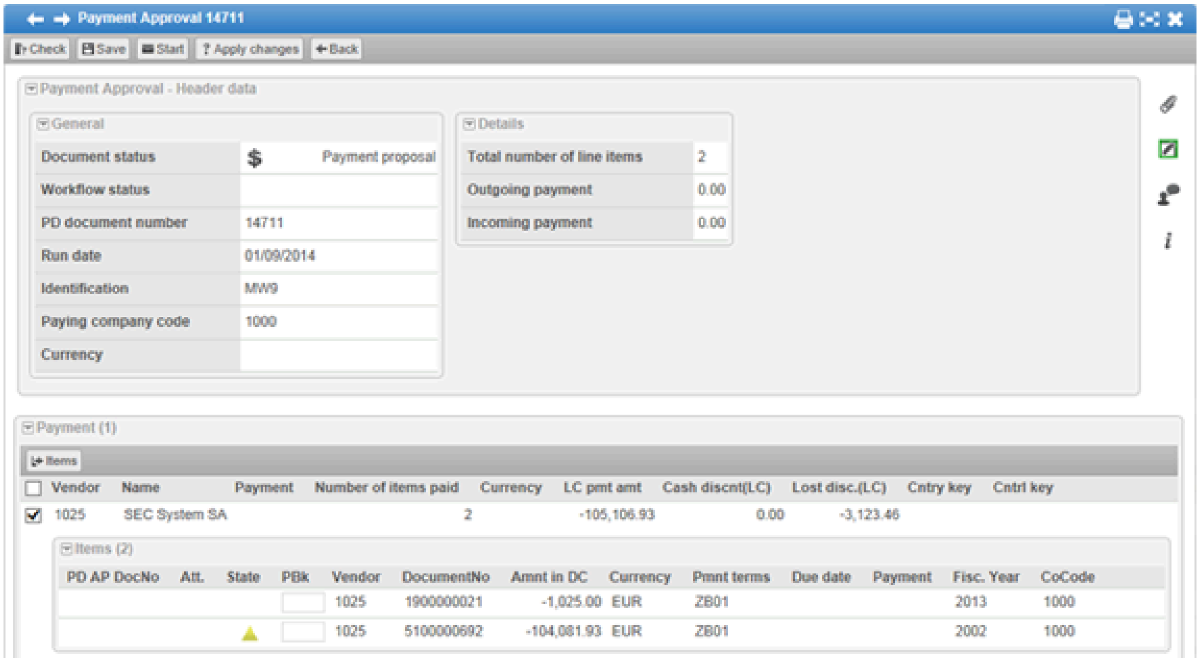


Payment Approval Cockpit (50)

Check | Post | Start | Approve | Reject | Forward | Recall | Status | Export list

| Status | Wf status | PD doc no | Date | ID | CoCd |
|---|---|---|---|---|---|
| | | 385 | 12/30/1999 | ZR300 | R300 |
| | | 405 | 12/31/2000 | ZR100 | R100 |
| | | 383 | 12/31/1999 | ER100 | R100 |
| | | 393 | 02/18/2000 | TEST1 | 5000 |
| | | 388 | 03/01/2000 | ZJP02 | 5000 |
| $ | | 429 | 02/20/2012 | EPS9 | 3000 |
| | | 403 | 10/10/2003 | AISB | 3000 |
| | | 401 | 10/07/2003 | AISA | 3000 |
| | | 397 | 07/30/2003 | DG073 | 3000 |
| | | 396 | 08/27/2003 | DGMAN | 3000 |
| | | 395 | 03/31/2003 | R0403 | 3000 |
| | | 408 | 05/10/2011 | SR11 | 2000 |
| | | 390 | 02/28/2000 | Z2000 | 2000 |
| $ | | 436 | 04/15/2013 | ALX03 | 1000 |
| $ | | 435 | 04/15/2013 | ALX02 | 1000 |

2. To process a payment proposal, click the document number in the **PD Doc no.** column.
   The payment items are displayed beneath the proposal header data.




3. To set, remove or change the payment block indicator, 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 **State** column of the items for which you changed the payment block indicator.

# Post a payment approval

Posting a payment approval starts the payment run in SAP transaction F110. Depending on the configuration, posting may only be possible after workflow approval.

To post a payment approval, complete the following step.

- Select or open the document, then click **Post payment run**.

# 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.

To create a new requisition, complete the following steps.

1. Create the document
2. Enter header data
3. Enter line items
4. Enter account assignments
5. Save the document

## Create a requisition document

To create a requisition document, complete the following steps.

1. In the Worklist, click the appropriate **Requisitions** category.
2. In the document overview list, on the **Actions** bar, click **Create**.

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 Continue. See About outline agreements for more information.

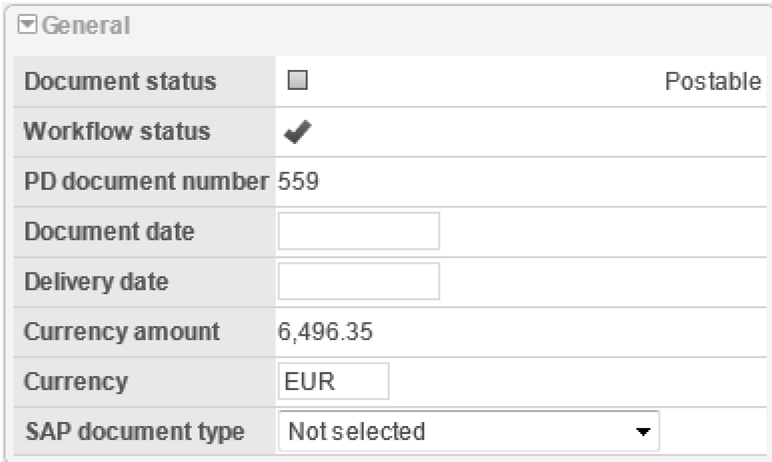
## Enter header data

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  highlighted.

Fields with the ? button have search help available to assist you in finding the right value. See Use search help for more information.

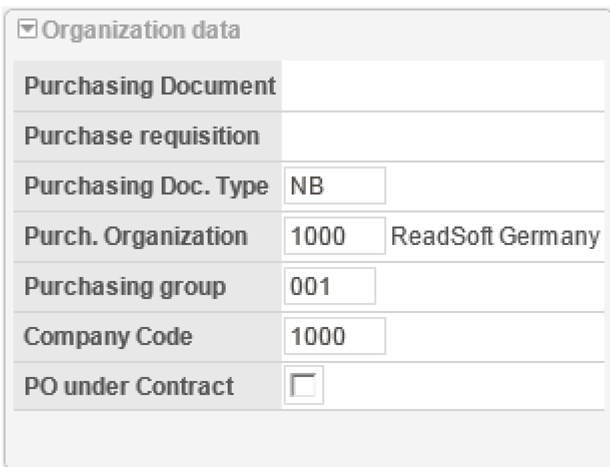
By default, there are three tabs containing header data:**General**, **Organization data** and **Vendor**. The Texts, Notes and Attachments tabs can be used to add additional information to the document. The Attachments tab is only displayed if files have been attached to the document. See Notes, texts and attachments for more information on these tabs.



General

| | | |
|---|---|---|
| Document status | | Postable |
| Workflow status | | |
| PD document number | 559 | |
| Document date | | |
| Delivery date | | |
| Currency amount | 6,496.35 | |
| Currency | EUR | |
| SAP document type | Not selected | |

General header data fields



Organization data

| | | |
|---|---|---|
| Purchasing Document | | |
| Purchase requisition | | |
| Purchasing Doc. Type | NB | |
| Purch. Organization | 1000 | ReadSoft Germany |
| Purchasing group | 001 | |
| Company Code | 1000 | |
| PO under Contract | | |

Organization header fields

Vendor

| | | |
|---|---|---|
| Vendor | 1000 | C.E.B. BERLIN |
| Payment terms | ZB01 | |

Vendor header fields

# Enter line items

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

## Order items from an online catalog

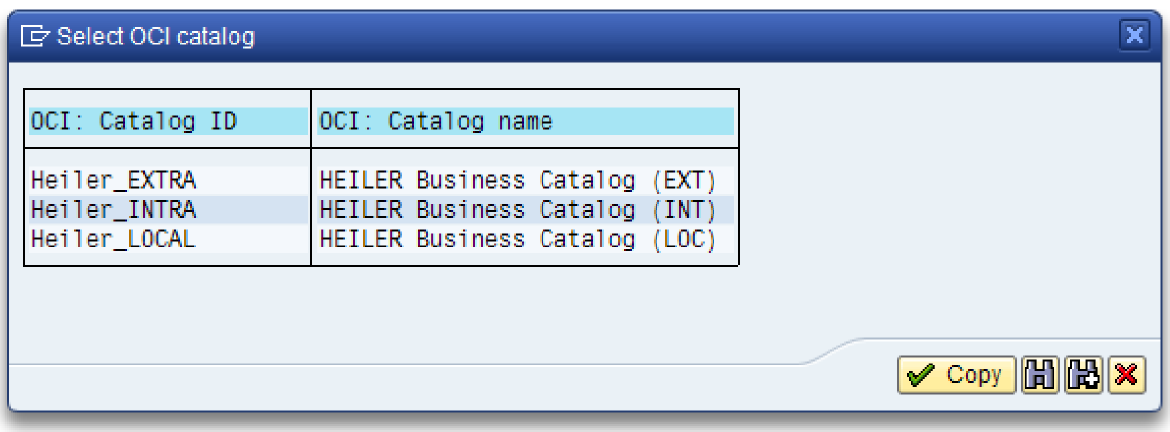
You can select items in online catalogs, which are then entered into your document as line items.

**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.

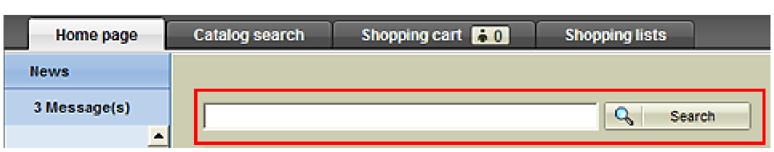
To use the catalog, you must either be creating a new document or editing an existing document.

1. On the **Actions** bar, click **Catalog**.

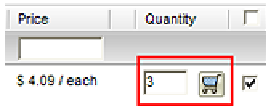
   If more than one catalog is available, a dialog box is displayed. Select the catalog you want to use and click **OK**.




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.

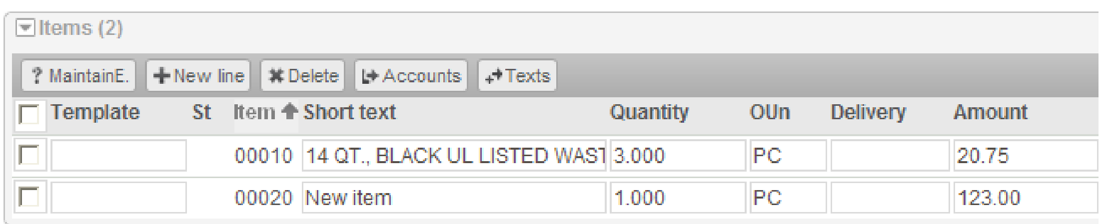

5. Send your order.


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.

## Enter items manually

To manually enter items, complete the following steps.

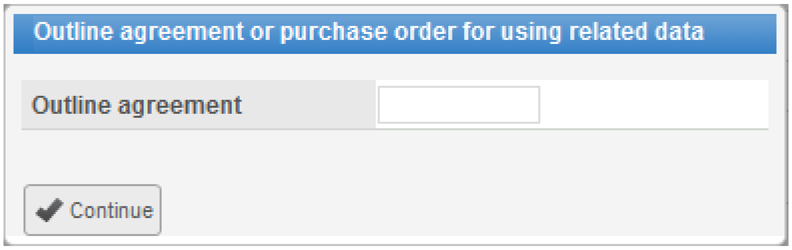
1. In the items area, click **New line** to create a new line item row.
2. Enter the details for the item. Some fields may be automatically filled by the system.




   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.
3. Add additional lines as needed. To delete line items, select the check box next to the item and then click **Delete** .
4. Click **Save**.

## 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.

### Select an outline agreement

To select an outline agreement, complete the following step.

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

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

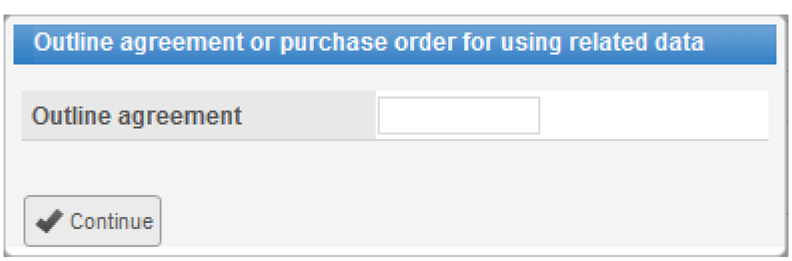
### Create a document without an outline agreement

To create a document without an outline agreement, complete the following step.

- If you do not want to use an outline agreement, leave the **Outline agreement** field empty and click **Continue**.

## Use existing purchasing documents

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.

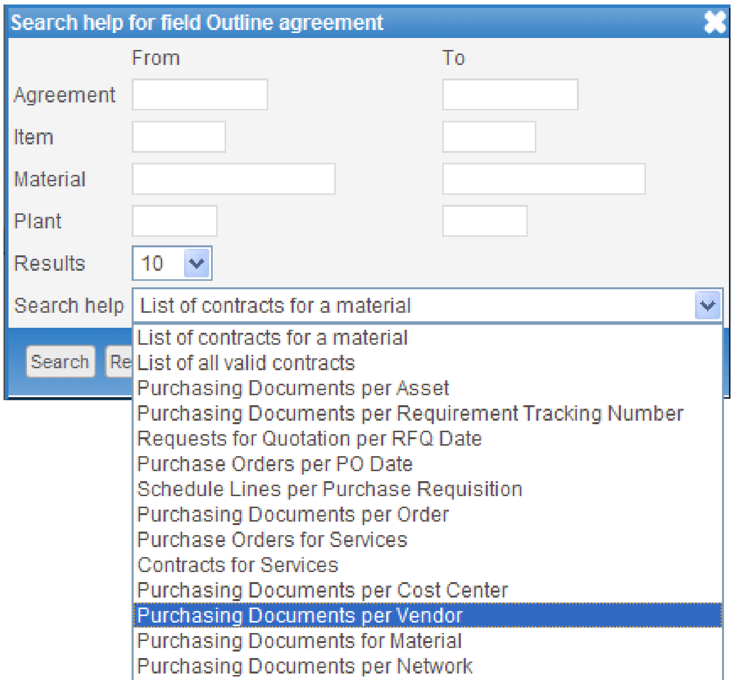



With this dialog box, you can use outline agreements or existing purchasing documents to add line items. If you select an existing purchasing document when you create a new document, the line items from the existing purchasing document are automatically inserted in your document. You can then make changes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

## Select an existing purchase document

To select an existing purchasing document, complete the following steps.

1. Open the search help and select 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 **Search**.
3. Select the document that you want to use.
4. Click the **Continue**.

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

## Create a document without a purchasing document

If you do not want to use an existing purchasing document, complete the following steps.

- Leave the Outline agreement field empty and clickContinue.

# Enter account assignments

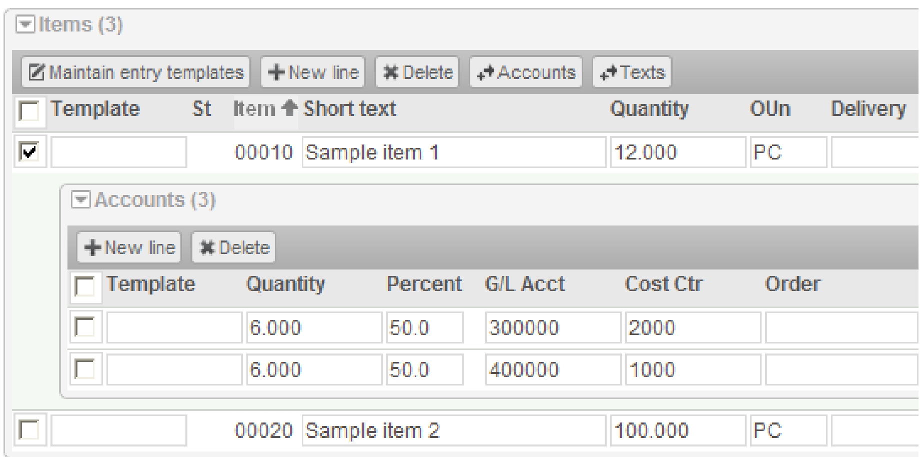
You enter account information for items on a line by line basis in the document detail view. You can perform the following actions.

- 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, complete the following steps.

1. In the **Items** pane, select the item and click **Accounts**.

   The **Accounts** pane is displayed below the line item where you can enter account information.




2. Use the **New line** and **Delete** 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.
3. In the **Template** field you can select an entry template that contains predefined fields, such as the G/L account or the cost center. When you select the template, the predefined fields are entered in your account assignment and you only have to fill in the missing information.
4. When you are finished assigning accounts, in the **Accounts** pane, click to collapse the pane.

# Save a document

To save a document, complete the following step.

- When you have finished entering data in your document, on the **Actions** bar,click **Save** .

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 overview list to view or edit the document details.

# Down Payments

Process Director for Down Payments allows users to create requests for advance payment. This request for a down payment is not necessarily an invoice or a document. When a corresponding invoice is later posted and paid, the paid down payment amount is deducted from the invoice amount, and only the remaining amount then needs to be paid to the vendor.

> **Note** You can also create down payment requests from Kofax Process Director Accounts Payable. See the *Kofax Process Director Accounts Payable User Guide* for more information.

To create a down payment, complete the following steps.

1. In the Worklist, click the appropriate **Down Payments** category, then, on the **Actions** bar, click **Create**.

   A new document appears.
2. Fill in the header data.

   Down Payments require a target special G/L indicator.
3. Use **New line** and **Delete line** on the line items **Actions** bar to add and delete line items.
4. Click **Save**.

When you save 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**.