



## **PROCESS DIRECTOR 7.2**

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# **User Guide for Web Application**

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The contents of this document are subject to change without notice.

Questions or comments about this document may be emailed to [documentation@readsoft.com](mailto:documentation@readsoft.com).

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# Introduction

## About PROCESS DIRECTOR

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

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

PROCESS DIRECTOR offers the following standard process types:

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

In addition, customers can configure their own process types.

## About this guide

This guide is intended for users who are creating and processing PROCESS DIRECTOR documents in the 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 PROCESS DIRECTOR installation and therefore the descriptions may not correspond exactly with your installation.

## General information

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

- [Getting started](#)

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

- [Creating and editing documents](#)

This chapter briefly explains how to create, copy, edit and delete documents. Detailed information on creating and editing documents for specific process types can be found in the chapter for the relevant [process type](#).

- [Notes, texts and attachments](#)

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

- [Checking and posting documents](#)

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

- [Using workflows](#)

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

- [Changing personal settings](#)

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

## Process type specific information

The following chapters provide information relating to specific process types:

- [Requisitions](#)
- [Goods Receipts](#)
- [Financial Postings](#)
- [Master Data Maintenance](#)
- [Customer Orders](#)
- [Payment Advices](#)
- [Payment Approvals](#)
- [Order Confirmations](#)
- [Accounts Payable](#)
- [Invoice Block and Cancellation](#)
- [Electronic Bank Statements](#)

## Typographical conventions

The following typographical conventions are used:

- Menu names, commands, and dialog names appear in **bold**.
- Names of keys on your keyboard appear in **SMALL CAPITAL LETTERS**.
- Names of files, folders, and settings appear in `Courier` font.
- SAP transaction codes and program names appear in `ARIAL MONOSPACE`.
- Variables that have to be replaced by an actual value are *italicized* or appear in `<>`.



# Getting started

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

## Starting PROCESS DIRECTOR

1. Enter the PROCESS DIRECTOR address (URL) in your web browser. This URL is supplied by your system administrator and will look similar to the following address:  
`http://your.intranet:8080/pdweb-app/init.do`.
2. In the logon screen, enter 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.

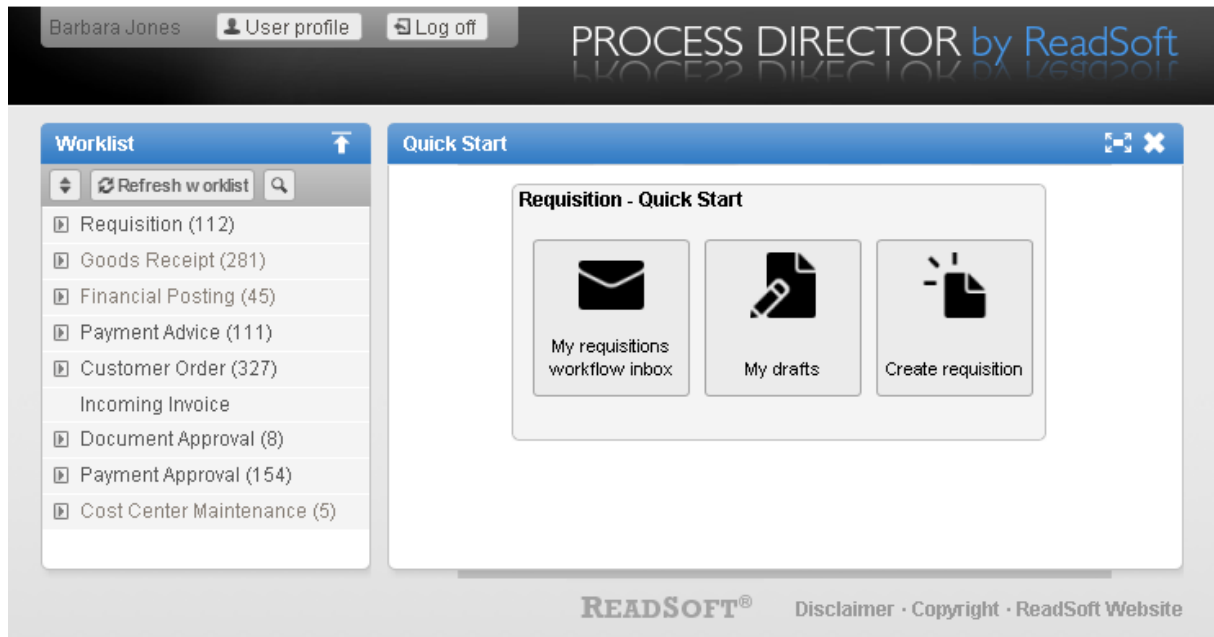
**Note:** Depending on the configuration of your system, you may be logged on automatically with your Windows user name and password.

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

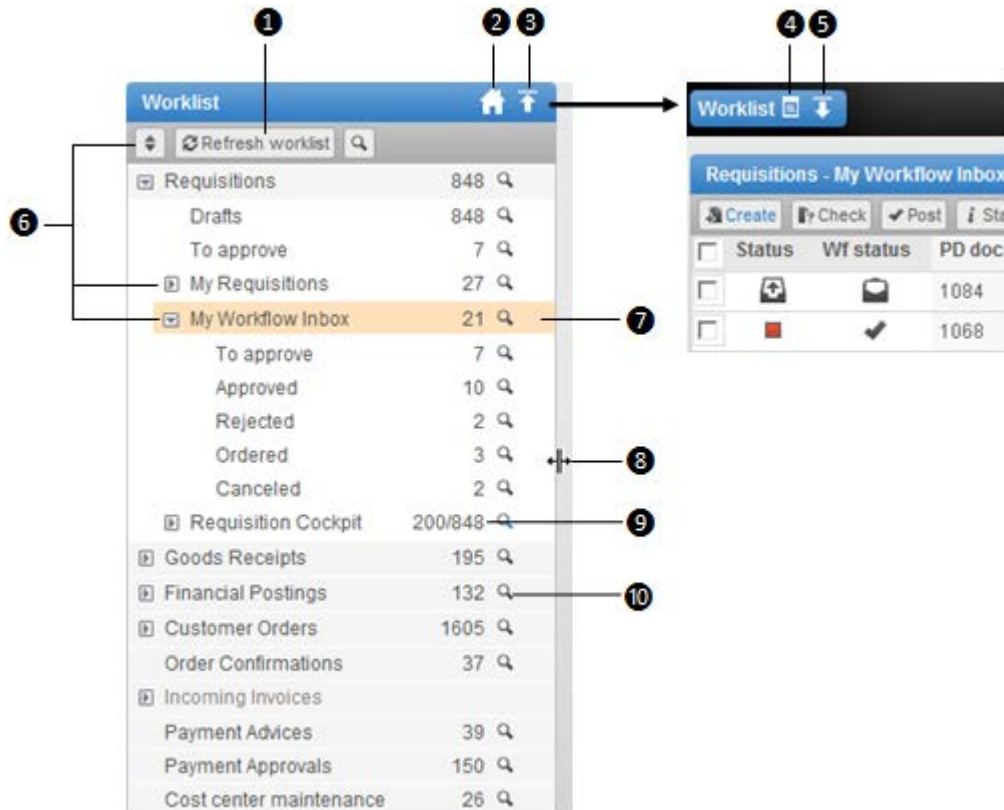
The PROCESS DIRECTOR start page is displayed.



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. 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 less categories than shown here. Which categories you can see also depends on your user rights.



### 1 Refresh the Worklist

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

### 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	Goods Receipt - Not posted (24)
 Refresh worklist	 Create
 Dev System	<b>Status</b> <b>Wf status</b> <b>PD doc no</b> 
 QA System	<input type="checkbox"/> 264
 Purchase Order664 	<input type="checkbox"/> 263
Sales Order 1594 	<input type="checkbox"/> 262
 Goods Receipt118 	<input type="checkbox"/> 261
 Payment Advice20 	<input type="checkbox"/> 256
Financial postings69 	

Worklist sorted by SAP system


Worklist		Goods Receipt - Not posted (24)		
Refresh worklist		Create		
<input checked="" type="checkbox"/> Goods Receipt	526	Status	Wf status	PD doc no ↓
<input checked="" type="checkbox"/> Dev System	408	<input type="checkbox"/>		264
Not posted	248	<input type="checkbox"/>		263
Posted	84	<input type="checkbox"/>		262
Others	76	<input type="checkbox"/>		261
<input checked="" type="checkbox"/> QA System	118	<input type="checkbox"/>		256
Not posted	24	<input type="checkbox"/>		255
Posted	63	<input type="checkbox"/>		254
Others	31			

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.

### Adding a filter

1. Click the **Define selection criteria** icon  next to the Worklist category that you want to filter.
2. Enter your filter criteria.

Goods Receipt - My Goods Receipts - Filtering criteria			
Current processor	<input type="text"/>	to	<input type="text"/>
Reference	<input type="text"/>	to	<input type="text"/>
Company Code	<input type="text"/>	to	<input type="text"/>
Vendor	<input type="text"/>	to	<input type="text"/>
PD document number	<input type="text"/>	to	<input type="text"/>
Created on	<input type="text"/>	to	<input type="text"/>
Creator user	<input type="text"/>	to	<input type="text"/>
Max. number of hits	<input type="text" value="50"/>		
<input checked="" type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

The **Max. number of hits** field enables you specify the maximum number of documents that should be displayed in the document list.

3. Click **Search** to apply the filter.

Two numbers are displayed 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 list displays only the documents that meet your search criteria.

## Removing a filter

To remove the filter, click the **Define selection criteria** icon and click first the **Reset** button then the **Search** button.

## Start-up selection screen

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

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

Filtering criteria

General

Object type	<div> All Workflows  Cost Center Maintenance  Customer FI Postings  Customer Master Maintenance </div>	
Created on		to
Creator user		
Current processor		
PD document number		to
Max. number of hits	50	

Goods Receipt

Vendor		to
Reference		to
Company Code		to

G/L Account Postings

Document Number		to
Company Code		to
Document Date		to
Posting Date		to

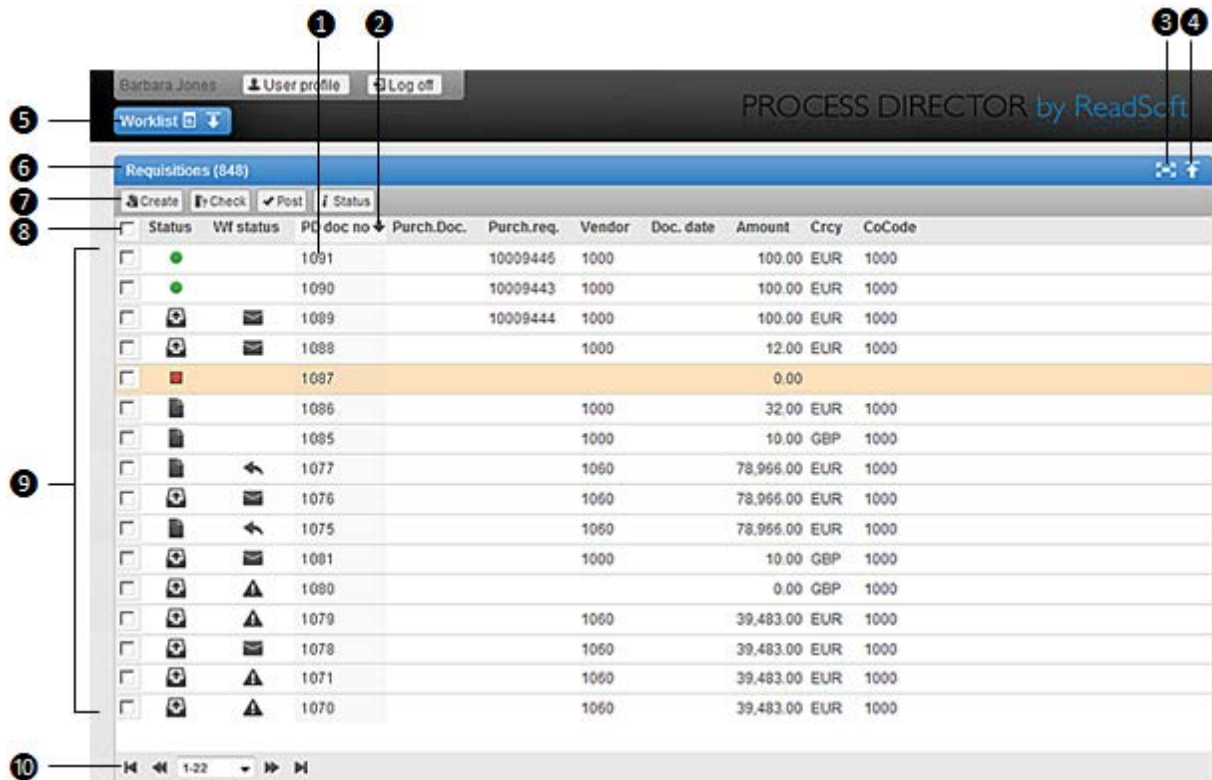
Selection screen with general fields and fields specific to Goods Receipts and G/L Account Postings

If you select a specific document type in the **Object type** selection list, only that document type is displayed in the Worklist.

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

## Document 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 details](#).  
The number of the last document viewed or edited is displayed in bold text.
- 2 Icon indicating that the list is sorted on this column  
To sort the document list, click on a column heading once to sort in ascending order and click again on the heading to sort in descending order. The icon indicates whether the list is sorted in ascending ▲ or descending ▼ order.
- 3 Hide the Worklist
- 4 Hide the document list
- 5 Display the Worklist
- 6 Title bar
- 7 Actions bar



**8** Checkboxes 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.

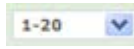
**10** Paging controls:

 Forward one page

 Forward to the last page

 Back one page

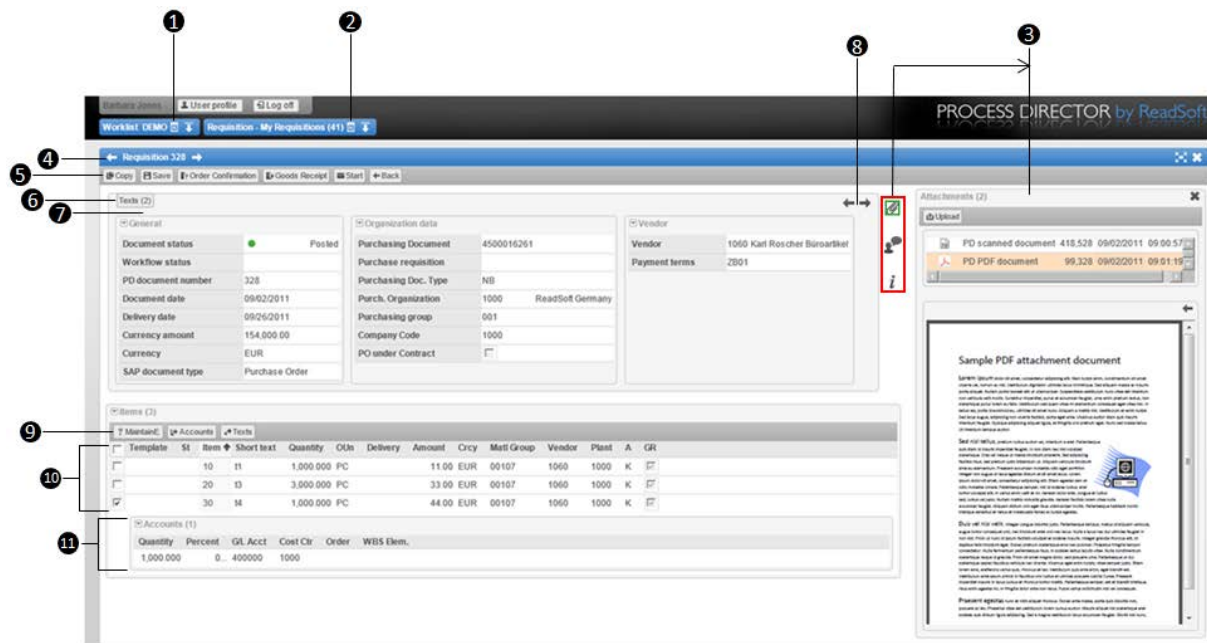
 Back to first page

 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

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



- 1 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](#) 

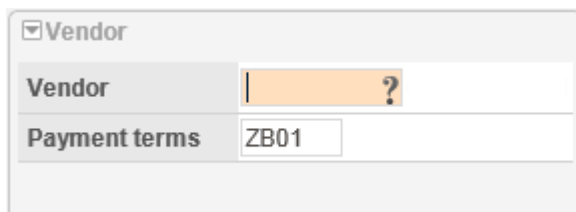
If attachments or notes are present in the document, the icon has a green border.

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

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


## Using search help

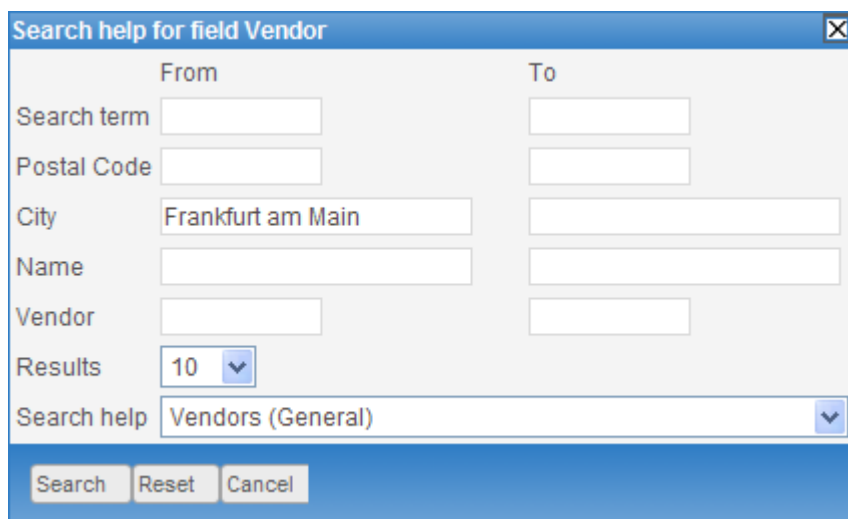
Some fields have search help available to assist you in finding the right value. When you click in a field for which search help is available, the search help icon  is displayed.



A screenshot of a form with a 'Vendor' field. The field is highlighted with an orange background and contains a search help icon (a question mark inside a circle). Below the 'Vendor' field is a 'Payment terms' field with the value 'ZB01'.

Vendor field with search help button

Click the search help icon  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.



A screenshot of the 'Search help for field Vendor' dialog box. The dialog box has a title bar with a close button. It contains two columns: 'From' and 'To'. The 'From' column has fields for 'Search term', 'Postal Code', 'City' (with 'Frankfurt am Main' entered), 'Name', 'Vendor', and 'Results' (with '10' selected). The 'To' column has corresponding empty fields. At the bottom, there is a 'Search help' dropdown menu showing 'Vendors (General)' and three buttons: 'Search', 'Reset', and 'Cancel'.

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**.

Search help for field Vendor

From

To

Search term

Postal Code

City

Name

Vendor

Results

Search help

10

Vendors (General)

Search

Reset

Cancel

	Search term	Postal Code	City	Name	Vendor
<input type="checkbox"/>	CHEMIE	60594	FRANKFURT AM MAIN	READSOFT EBYDOS AG	1060
<input type="checkbox"/>	LASALLE	60329	FRANKFURT AM MAIN	JONES LANG LASALLE GMBH	2600
<input type="checkbox"/>	RE	60343	FRANKFURT AM MAIN	MEYERS REAL ESTATE AG	3458
<input type="checkbox"/>	RE	60343	FRANKFURT AM MAIN	MEYERS REAL ESTATE AG	4256
<input type="checkbox"/>	RE	60345	FRANKFURT AM MAIN	POLIS IMMOBILIEN FUEHRER	4257
<input type="checkbox"/>	RE	61655	FRANKFURT AM MAIN	HOFFMANN IMMOBILIEN AG	4258

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

Vendor

Vendor

1000

C.E.B. BERLIN

Payment terms

ZB01

## Adding the search result to multiple lines

If several lines need the same value entered in a particular field, select those lines and click the search help icon on that field in any of those lines. The other lines will also automatically get filled with the selected value. To select all the lines, you can select the check box on the header, instead of individually selecting each line.


Accounts (3)

+ New line \* Delete


<input checked="" type="checkbox"/>	Template	Quantity	Percent	G/L Acct
<input checked="" type="checkbox"/>		1.000	0.0	10103100 ?
<input checked="" type="checkbox"/>		0.000	0.0	10103100
<input checked="" type="checkbox"/>		0.000	0.0	10103100

## Using the calendar

Fields in which dates can be entered display the calendar button.

Delivery date  

Click the calendar button and select the date in the calendar. The selected date is entered in the field.

Delivery date  

Currency amount

Currency

Items (2)


+ New line \* Delete + Account










Select date

Feb, 2011










Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					





## Document statuses

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

Icon	Status	Description
	<b>New</b>	The document has been created.
	<b>Error</b>	The document contains errors that prevent it from being posted.
	<b>Warning</b>	The document contains errors that do not prevent it from being posted.
	<b>Ready for posting</b>	The document does not contain any errors and can be posted to SAP.
	<b>In workflow</b>	The document is currently in a <a href="#">workflow</a> .
	<b>Posted</b>	The document has been posted. <b>Note:</b> Posted documents cannot be changed.
	<b>Cancelled</b>	The document has been cancelled. Cancelled documents can no longer be edited.
	<b>Rejected</b>	The document has been rejected.
	<b>Reversed</b>	The document has been reversed. Reversed documents cannot be edited.

## Workflow statuses

Icon	Status	Description
	<b>Sent</b>	<p>The document has been sent to a workflow, but the recipient has not yet opened the document.</p> <p>This status is applied to all workflow steps. For example, when the first step has been approved, the <b>Sent</b> status is displayed when the recipient of the second step has not yet opened the document.</p>
	<b>In work</b>	<p>The document is currently in a workflow and the recipient has opened the document.</p> <p>This status is applied to all workflow steps. For example, when the first step has been approved, the <b>In work</b> status is displayed when the recipient of the second step has also opened the document.</p>
	<b>In workflow, the current processor is a substitute</b>	<p>The document is currently in a workflow. The current processor is processing the document in his capacity as substitute for the original processor.</p>
	<b>Overdue</b>	<p>The workflow or workflow step is overdue. The due date for processing is set in the workflow or workflow step settings.</p>
	<b>Approved</b>	<p>The document has been approved and is no longer in a workflow.</p>
	<b>Rejected</b>	<p>The document has been rejected and is no longer in a workflow.</p>
	<b>Partially approved</b>	<p>Some document items have been approved, others have been rejected. The document is no longer in a workflow.</p>
	<b>Recalled</b>	<p>The document has been recalled from a workflow. The workflow has been cancelled.</p>
	<b>Forwarded</b>	<p>The document has been <a href="#">forwarded</a> to another user for processing.</p>

Icon	Status	Description
	<b>Query sent</b>	A <a href="#">query</a> about the document has been sent to another user.
	<b>Query</b>	A query about the document has been received from the workflow processor.
	<b>Query answered (status for query sender)</b>	A query has been answered. This status icon is displayed to the user who sent the query.
	<b>Query answered (status for query recipient)</b>	A query has been answered. This status is displayed to the person who received the query.

## System messages

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

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** panel, select the **Action**.



Actions (13)				
Action	Date	Time ↓	User	Result
Insert document into database	05/13/2013	14:47:44	Barbara Jones (JONES)	✓
Go to display mode	05/13/2013	14:47:28	Barbara Jones (JONES)	▲
Create document	05/13/2013	14:47:23	Barbara Jones (JONES)	✓
Switch Worklist node	07/22/2013	14:01:20	Barbara Jones (JONES)	▲
Check before post *change mode	08/02/2013	12:53:46	Barbara Jones (JONES)	■
To display mode	08/01/2013	12:07:14	Barbara Jones (JONES)	▲
Switch Worklist node	07/22/2013	14:44:15	Barbara Jones (JONES)	▲

Events (3)		
Result	Event	Message
■	Perform checks	Please enter items first
■	Perform checks	Document contains no items
▲	Perform checks	Purchase order date is in the past

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 on the **Additional information** area.

# Creating and editing documents

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

## Creating a document

In the [document list](#) view, click the **Create** button on the **Actions** bar.

## Editing a document

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

Click the PROCESS DIRECTOR document number (**PD doc. no.**) in the [document list view](#) to open the document details.

## Using entry templates

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

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

### Using an existing entry template

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

1. Enter the name of the template or use [search help](#) to select a template.

Search help for field Entry template

From To

Entry template

Material Group

Plant

Vendor

Results 10 ▾

Search Reset Cancel

Entry template	Material Group	Plant	Vendor
ALL1	00107	1000	2500
ANOTHER_AL	00108	1000	1060
TEST1	00107	1000	2800

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

## Creating and editing entry templates

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

1. Click the **Maintain entry templates** button.
2. Click the **New line** button to create a new template.
3. Enter a name for the template and enter the values in the template fields.

Items (2)

+ New line \* Delete

Template	Matl group	Vendor	Plant
SAMPLE1	00104	222	
SAMPLE2		?	

Save Cancel

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

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

## Copying a document

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

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Copy** button on the **Actions** bar.

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

3. Make any necessary changes and save the document.

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

## Deleting a document

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

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Delete** button on the **Actions** bar.
3. Click **Yes** to confirm the deletion.

# 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.

## Adding and viewing notes

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

- ❗ **Tip:** If you want to receive an answer to a question, write your question in a note and then [send a query](#).
- ❗ **Note:** Adding notes may not be possible for some process types.

### To view or add notes:

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Notes**  button on the **Additional information** area. If notes have been added to the document, the **Notes** button has a green border.
3. To add a new note, click **New line** and add the desired text in the text box.

<input type="checkbox"/>	Creator user	Created on	Time created
<input checked="" type="checkbox"/>	Barbara Jones	07/24/2013	10:09:15

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.

## Adding and viewing texts

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

### Adding text to header data

1. Click the document number in the [document list](#) to open the document details.
2. Select the **Texts** header data panel.

<input type="checkbox"/>	Text ID	Last modified by	Textlines
<input checked="" type="checkbox"/>	Header text	Barbara Jones	Add some text
<input type="checkbox"/>	Terms of delivery	Barbara Jones	Add some text

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

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

## Adding text to line items

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

An additional area appears below the line item where you can enter texts. Click the arrow ☐ in the **Texts** area 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. All the text IDs that are available in your SAP system can be selected here.
4. Enter the text in the **Textlines** text box and click **OK**.

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

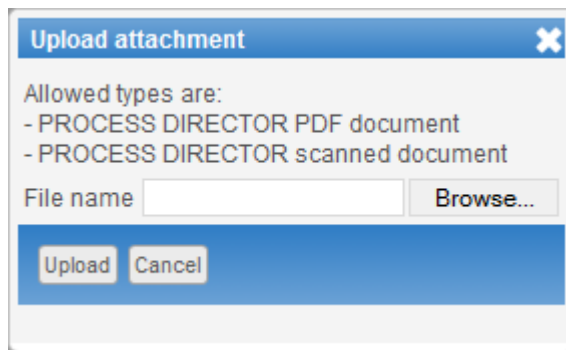
**Note:** To view the entire text, position the cursor over the **Textlines** text box.

## Adding and viewing attachments

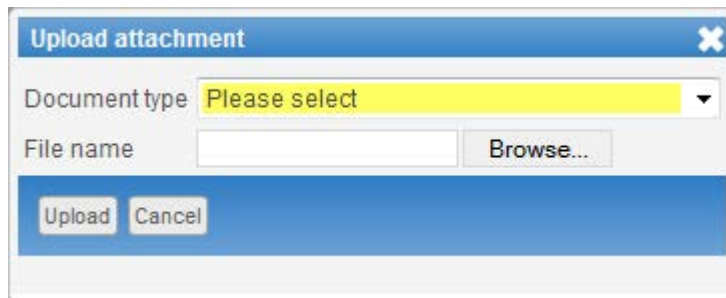
You can attach files to documents to provide additional information. Which types of files you can attach depends on your system configuration.

### Adding attachments

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Attachments** button on the **Additional information** area.
3. Click **Upload**. Depending on the system configuration, the popup displays the allowed document types or a selection list.



Popup displaying the allowed document types




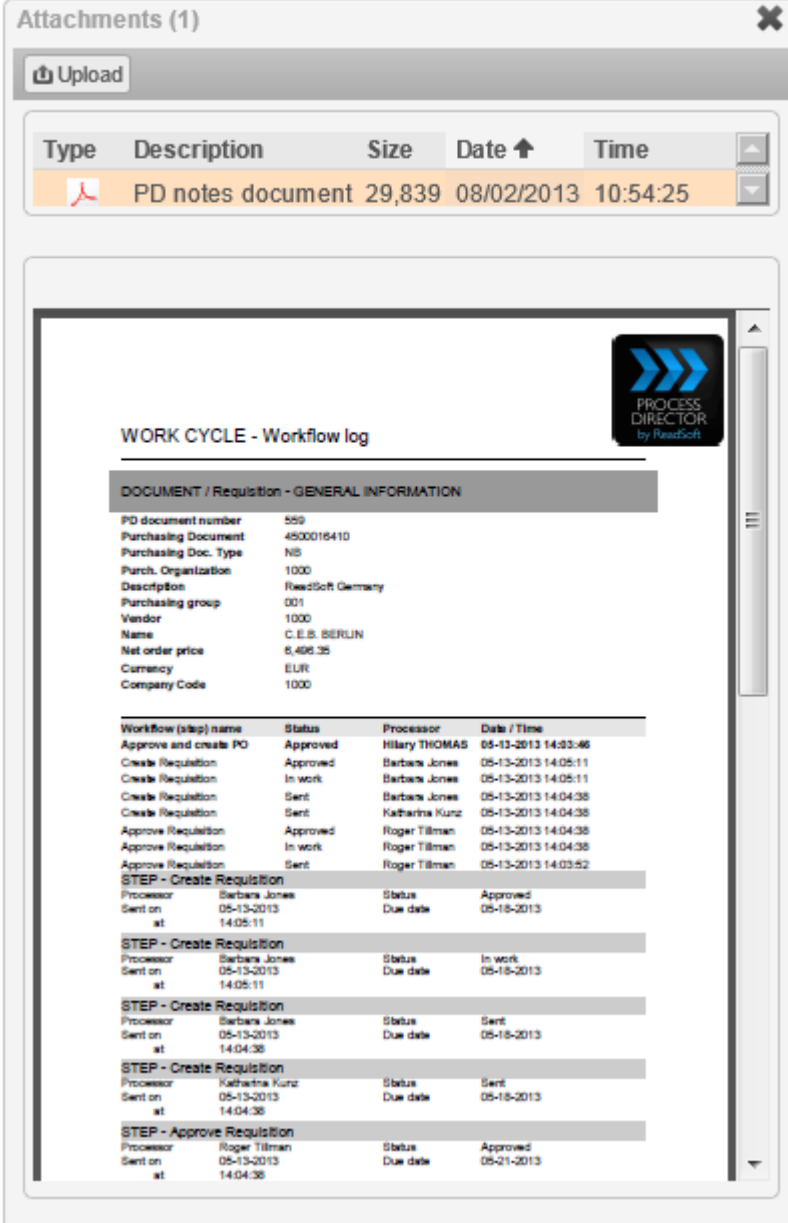
Popup displaying the **Document type** selection list

4. If necessary, select a document type. Enter the path and file name or click **Browse** to find the file that you want to attach.
5. Click **Upload**.



## Viewing attachments

Attachments are displayed in the **Attachments** panel. To open the **Attachments** panel, click the **Attachments**  button. If attachments have been added to the document, the **Attachments** button has a green border.



The screenshot shows the 'Attachments (1)' panel with an 'Upload' button. Below it is a table with columns: Type, Description, Size, Date, and Time. The first row shows a PDF icon, 'PD notes document', 29,839, 08/02/2013, and 10:54:25. Below the table is a preview of the document, which is a 'WORK CYCLE - Workflow log' from 'PROCESS DIRECTOR by ReadSoft'. The document contains a 'DOCUMENT / Requisition - GENERAL INFORMATION' section and a 'Workflow (step) name' table.

Workflow (step) name	Status	Processor	Date / Time
Approve and create PO	Approved	Hilary THOMAS	05-13-2013 14:03:46
Create Requisition	Approved	Barbara Jones	05-13-2013 14:05:11
Create Requisition	In work	Barbara Jones	05-13-2013 14:05:11
Create Requisition	Sent	Barbara Jones	05-13-2013 14:04:38
Create Requisition	Sent	Katharina Kunz	05-13-2013 14:04:38
Approve Requisition	Approved	Roger Tillman	05-13-2013 14:04:38
Approve Requisition	In work	Roger Tillman	05-13-2013 14:04:38
Approve Requisition	Sent	Roger Tillman	05-13-2013 14:03:52

The document also includes several 'STEP - Create Requisition' and 'STEP - Approve Requisition' sections, each with a table showing the processor, sent on date, status, due date, and sent date.

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.

## Adding scanned paper attachments

If your system has been configured accordingly, you may be able to attach scanned paper documents to a PROCESS DIRECTOR document to make them available in electronic form. Note that this function is not available for all document types and requires a central scanning facility with ReadSoft scanning software installed.

1. Create the document and fill in all fields.
2. Save the document.
3. Click the **Back** button to return to the document list.
4. Open the document and click the **Attachments** tab.
5. [Open](#) the cover sheet attachment and print it.



COVER SHEET

---

DOCUMENT / Requisition - GENERAL INFORMATION

Created on	04.09.2012 10:56:08
Creator user	Blake Evans (EVANS)
PD document number	1854
Purchasing Doc. Type	NB
Purch. Organization	1000
Description	IDES Deutschland
Purchasing group	001
Vendor	1060
Name	ReadSoft Ebydos AG
Net order price	5,00
Currency	EUR
Company Code	1000

  
PO

  
0000000001854

  
7F155B835E86C74F97156BA4D084F899

6. Take the printed cover sheet together with the paper document to your scanning department.

After scanning, the scanned paper document will be available in the **Attachments** tab.

# Checking and posting documents

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

## Checking a document


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

### To check a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Check** button on the **Actions** bar.

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

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

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

## Posting a document

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

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

▲ Contains warnings, can be posted

■ No errors, can be posted

### To post a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Post** button on the **Actions** bar.

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.

Messages				
● No error found during check				
● Standard PO created under the number 4500016413				
<input type="checkbox"/>	Status	Wf status	PD doc no ↓	Purch.Doc.    Purch.req.
<input type="checkbox"/>	●		689	4500016413

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.

## Linking a document to an existing SAP document

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

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

### To link to an existing SAP document:

1. Click the document number in the [document list](#) to open the document details.
2. Click the button **Connect to existing PO** (for requisitions) or **Connect to SAP doc.** (for financial postings).

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

← Requisition 240 →

Connect to existing PO Catalog Copy Save Check

Basic data

Document status	<input type="checkbox"/>	Postable
Workflow status	<input checked="" type="checkbox"/>	
PD document number	240	
Document date	05/16/2011	
Delivery date	05/25/2011	
Amount	1,254.00	
Currency	EUR	

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

# Using workflows

This chapter explains how to use workflows. With workflows, you can send documents electronically to other people in order to obtain or provide additional information, clarification and approval. Every action in the workflow is logged, making it possible to identify who is working on the document at all times. [Status icons](#) make it easy to identify the status of a document in a workflow.

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

## Starting a workflow

### Starting a one-step workflow

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Start** button on the **Actions** bar.

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

The screenshot shows the 'Start workflow' dialog box. It features a title bar with the text 'Start workflow' and two buttons: 'Start' and 'Cancel'. Below the title bar is a section titled 'Workflow selection' which contains a 'Workflow' dropdown menu currently set to 'Approve and create PO' and a 'Workflow due date' field set to '08/27/2013'. Underneath this is a section for 'Approve Requisition' with a 'Duration' field set to '10'. At the bottom of the dialog is a table for selecting recipients. The table has columns for 'Recipient', 'Long name', 'E-Mail', and 'Language'. The first row shows a checked checkbox in the 'Recipient' column and an empty text input field.

3. Select the workflow that you want to start and 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 (only necessary if several user types have been defined in the workflow step) and then enter or search for the recipient's user name.
5. Click the **Start** button at the bottom of the dialog.

## Starting a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step. The illustration below shows a two-step workflow.

Each step has its own processors list and in the first step, a second recipient was added by clicking the **New line** button.

The screenshot shows the 'Start workflow' dialog box. At the top, there are 'Start' and 'Cancel' buttons. Below them is a 'Workflow selection' section with a dropdown menu set to 'Approve&Create PO /2' and a 'Workflow due date' field set to '08/27/2013'. The main area contains two steps, both labeled 'Approve Requisition'.

**Step 1: Approve Requisition (Duration: 10)**

Buttons: + New line, \* Delete

Recipient	Long name	E-Mail	Language
<input checked="" type="checkbox"/> JONES	Barbara Jones	wcuser@demo.readsoft.com	EN
<input type="checkbox"/> KUNZ	Katharina Kunz	wcuser@demo.readsoft.com	DE

**Step 2: Approve Requisition (Duration: 3)**

Buttons: + New line, \* Delete

Recipient	Long name	E-Mail	Language
<input checked="" type="checkbox"/> TILLMAN	Roger Tillman	wcuser@demo.readsoft.com	EN

## Adding and removing processors

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

### Adding a processor

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Continue** button on the **Actions** bar.

Add processor to steps

Continue
Cancel

Workflow selection

Workflow	Approve and create PO (1154)		
Status description	Running		
Started by	Barbara Jones		
Created on	08/19/2013		
Time created	15:09:28	Workflow due date	08/27/2013

☒ Approve Requisition
Duration 10

+ New line
Delete

<input type="checkbox"/>	Recipient	Long name	E-Mail	Language
<input type="checkbox"/>	TILLMAN	Roger Tillman	wcuser@demo.readsoft.com	EN
<input type="checkbox"/>	JONES	Barbara Jones	wcuser@demo.readsoft.com	EN

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

## Removing a processor

- Click the document number in the [document list](#) to open the document details.
- Click the **Recall** button on the **Actions** bar.

Workflow recall

☒ Processors (3)

Sel.	Workflow	Number	Workflow due date ↓	Step	Overdue in workflow step from	Processor
<input type="checkbox"/>	Approve and create PO	1496	06/30/10			
<input type="checkbox"/>	Approve and create PO	1496	06/30/10	Approve PO 06/30/10		Barbara Jones
<input type="checkbox"/>	Approve and create PO	1496	06/30/10	Approve PO 06/30/10		Roger Tillman

Complete recall
Remove processor
Cancel

- Select ☒ the processor and click the **Remove processor** button.



## Recalling a workflow

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

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

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Recall** button on the **Actions** bar.

Sel.	Workflow	Number	Workflow due date	Step	Overdue in workflow step from	Processor
<input checked="" type="checkbox"/>	Approve and create PO 1496	06/30/10				
<input type="checkbox"/>	Approve and create PO 1496	06/30/10		Approve PO 06/30/10		Barbara Jones
<input type="checkbox"/>	Approve and create PO 1496	06/30/10		Approve PO 06/30/10		Roger Tillman

Complete recall Remove processor Cancel

3. Click the **Complete recall** button.


## Recalling 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.

1. In the [Worklist](#) click the **Recall** category. This category displays only documents for which recall is possible.
2. Select ☒ the document(s) that you want to recall.
3. Click the **Recall** button on the **Actions** bar.

## Viewing workflow status

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click **Status** on the **Actions** bar.

The status window displays information about the workflow in general and also about the steps that comprise the workflow. Each area can be collapsed or expanded using the Hide/show table  button in the upper left corner of each area.

Workflow status

Continue

Workflow selection

Workflow	Approve and create PO (1154) ▼				
Status description	Running				
Started by	Barbara Jones				
Created on	08/19/2013				
Time created	15:09:28	Workflow due date	08/27/2013		

☒ Next

Status	Step	Date	Time	Processor	Overdue
	Create Requisition		00:00:00	Katharina Kunz (SAP user: KUNZ)	
	Create Requisition		00:00:00	Barbara Jones (SAP user: JONES)	

☒ Current

Status	Step	Date	Time	Processor	Overdue
	Approve Requisition	08/19/2013	15:09:40	Roger Tillman (SAP user: TILLMAN)	08/27/2013

When a workflow has been completed, the workflow status is available as an [attachment](#) to the document.

## Approving documents

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

### To approve a document:

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

2. Click the **Approve** button on the **Actions** bar.

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

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

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

## Approving line items

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

Items (2)									
Account assignment for purchase order item									
<input type="checkbox"/>	Item	Purch.Doc.	Item	Net amount	Quantity	Order Unit	Text	Deliv.note	Tax rate
<input checked="" type="checkbox"/>	1	4500016058	10	19.90	1.000	L			0.000
<input type="checkbox"/>	3	4500016058	30	25.90	1.000	PC			0.000

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

*To **approve** line items:* Select the check box to the left of the item.

*To **not approve** line items:* Do not select the check box to the left of the item.

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

To complete the approval process, you must click **Approve** on the **Actions** bar.

⚠ **Warning:** Do not click **Reject** on the **Actions** bar. This rejects the entire document, including items that you have approved.

## Rejecting documents

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

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

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

- The document stays in the workflow but is returned to the first step in the workflow.

These behaviors are defined in the workflow step configuration and cannot be changed by the recipient of the workflow step.


### To reject a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click **Reject** on the **Actions** bar.

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

## Forwarding documents

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

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

### To forward a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Forward** button on the **Actions** bar.

Workflow selection			
Workflow	Approve and create PO (1154)		
Status description	Running		
Started by	Barbara Jones		
Created on	08/19/2013		
Time created	15:09:28	Workflow due date	08/27/2013

☒ Approve Requisition
 Duration 10

+ New line \* Delete

<input type="checkbox"/> Recipient	Long name	E-Mail	Language
<input checked="" type="checkbox"/>			

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

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

## Sending and answering queries

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

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

### Sending a query

1. Click the document number in the [document list](#) to open the document details.
2. [Create a note](#) and write your question in the note.
3. Click **Query** on the **Actions** bar.

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


Workflow selection			
Workflow	Approve and create PO (1154)		
Status description	Running		
Started by	Barbara Jones		
Created on	08/19/2013		
Time created	15:09:28	Workflow due date	08/27/2013


Approve Requisition <span style="float: right;">Duration 10</span>			
<input type="button" value="+ New line"/> <input type="button" value="* Delete"/>			
<input type="checkbox"/> Recipient	Long name	E-Mail	Language
<input checked="" type="checkbox"/> EVANS	Blake Evans	wcuser@demo.readsoft.com	EN

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

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


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

## Answering a query

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

### To answer a query:

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Notes** tab.
3. Read the notes that have been added to the document and then [add a new note](#) in reply to the query.
4. Click the **Reply** button on the **Actions** bar.

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

# Changing personal settings

This chapter explains how to change your personal settings, such as your password, and how to 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.

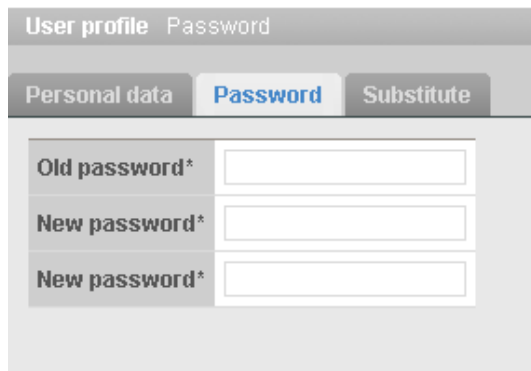
## Changing user data and password

To change your user data, click the **User profile** button, make the changes in the **Personal data** tab and click the **Save** button.

The screenshot shows a web browser window titled "User profile - Mozilla Firefox". The address bar displays the URL "http://localhost:8080/pdweb-app/profile.do?ssid=839981422268056245". The page has a header with "Barbara Jones", a "User profile" button, and a "Log off" button. The main content area is titled "User profile" and "Personal data". It features three tabs: "Personal data" (selected), "Password", and "Substitute". The "Personal data" tab contains a form with the following fields: "First name, last name" (Barbara Jones), "Email address" (jones@readsoft.com), "Telephone" (+49699043260), "Department" (Purchasing Department), and "Language" (English). Below the form is an "Actions" section with "Save" and "Close" buttons. The status bar at the bottom shows "Done".

To change your password, click the **Password** tab. Enter your old password, enter and retype your new password, then click the **Save** button.






The screenshot shows a web application interface for user management. At the top, there are two tabs: 'User profile' and 'Password'. Below these, there are three sub-tabs: 'Personal data', 'Password' (which is selected and highlighted in blue), and 'Substitute'. Under the 'Password' sub-tab, there are three input fields, each preceded by a label: 'Old password\*', 'New password\*', and 'New password\*'. The input fields are empty text boxes.

## Assigning substitutes

You can assign users to act as your substitute while you are absent. Substitutes can display and process your documents for the duration of the substitution. Substitutes may be active (for planned periods of absence, such as vacation) or passive (for unplanned absence, such as illness).

### Active substitutes

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

### Passive substitutes

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

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

## Adding substitutes

1. Click **User profile**.
2. Select the **Substitute** tab.

User profileSubstitute

Personal data

Password

Substitute

From		to		User	Active	Delete
7/16/13		8/16/13		Roger Tillman	<input checked="" type="checkbox"/>	
8/20/13		9/20/13		User search		

Actions

Save

Close

- Enter the date range during which the substitute should take over your work.
- Click **User search**.

User search

User

Name

Email

Find

	T	User	Name	Email	Telephone	Department
<input type="radio"/>	S	HAAREN	HAAREN			
<input type="radio"/>	S	HINZ	Harald Hinz	wcuser@demo.readsoft.com		Rechnungseingang
<input type="radio"/>	S	HAAK	Michael HAAK	michael.haak@readsoft.com		

Close

- Search for the user by user logon name, full user name or email address.
- Select the desired user from the search results. If only one user is found, this user is already selected. Click **Accept** to add this user as a substitute.

The user is inserted in the **Substitute** tab.

- Check the **Active** check box to activate the substitution for this user.

## Changing and deleting substitutes

To change or delete substitutes:

1. Click **User profile**.
2. Select the **Substitute** tab.

The screenshot shows the 'User profile' section with the 'Substitute' tab selected. It features a table with columns for 'From', 'to', 'User', 'Active', and 'Delete'. The first row shows a substitute for 'Roger Tillman' from 7/16/13 to 8/16/13, which is active. Below the table is a 'User search' field. At the bottom, there are 'Save' and 'Close' buttons.

From	to	User	Active	Delete
7/16/13	8/16/13	Roger Tillman	<input checked="" type="checkbox"/>	

8/20/13 9/20/13 User search

Actions

Save Close

### Changing substitutes

You can only change the validity date or the activation status 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.

Select new dates in the **From** and **To** fields and check or uncheck the **Active** checkbox.

### Deleting substitutes

Click the **Delete** button next to the substitute that you want to delete.

# Requisitions

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

Creating a new requisition comprises the following steps.

[Create the document](#)

[Enter header data](#)

[Enter line items](#)

[Enter account assignments](#)

[Save the document](#)

## Creating a requisition document

Click the appropriate **Requisitions** category in the [Worklist](#), then in the [document list](#) view, click the **Create** button in the **Actions** bar.

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

## Entering header data

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

Depending on the configuration, fields that require an entry and cannot be left blank may be highlighted.

Fields with the **?** button have search help available to assist you in finding the right value. See [Using 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	<input type="checkbox"/> Postable
Workflow status	<input checked="" type="checkbox"/>
PD document number	559
Document date	<input type="text"/>
Delivery date	<input type="text"/>
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	<input type="checkbox"/>

#### Organization header fields

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

#### Vendor header fields

## Entering 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

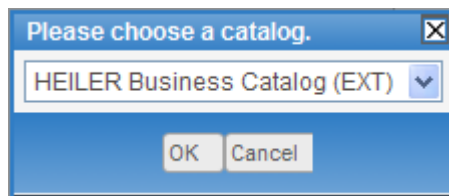
## Ordering items from an online catalog

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

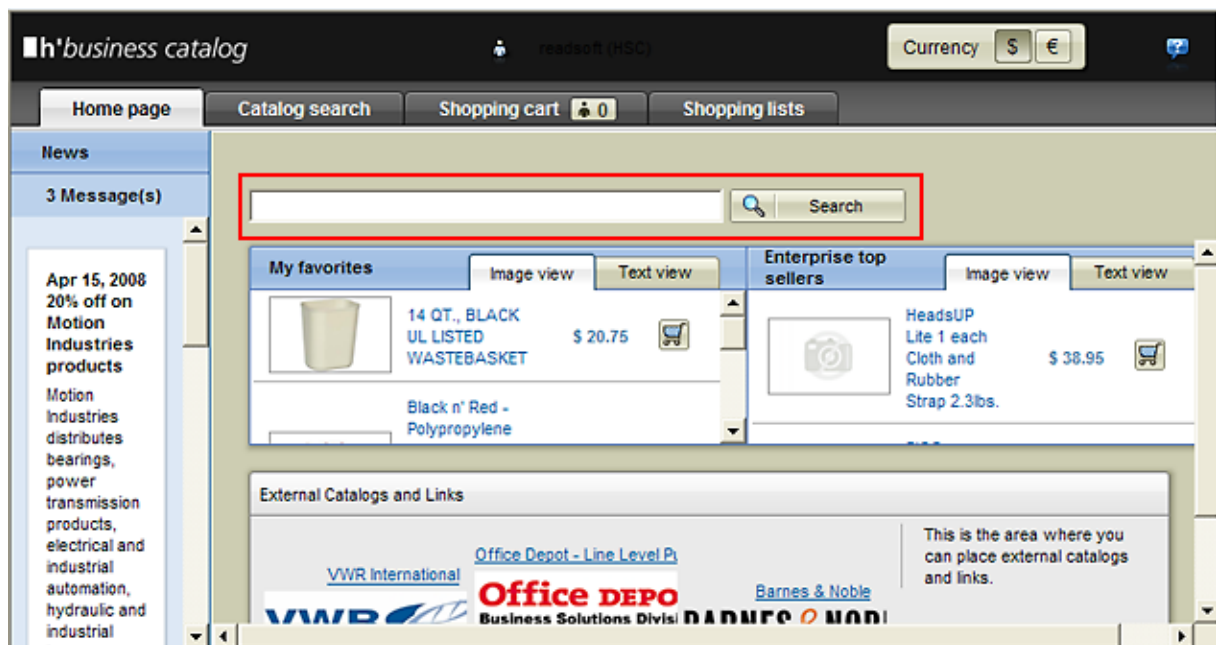
- Note:** Your system may use a different catalog than the one shown here and the elements in the interface such as buttons, tabs and icons may look different. However, the procedure is essentially the same for all catalogs: open the catalog, add products to your shopping cart, open your shopping cart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

To use the catalog, you must either be [creating a new document](#) or [editing an existing document](#).

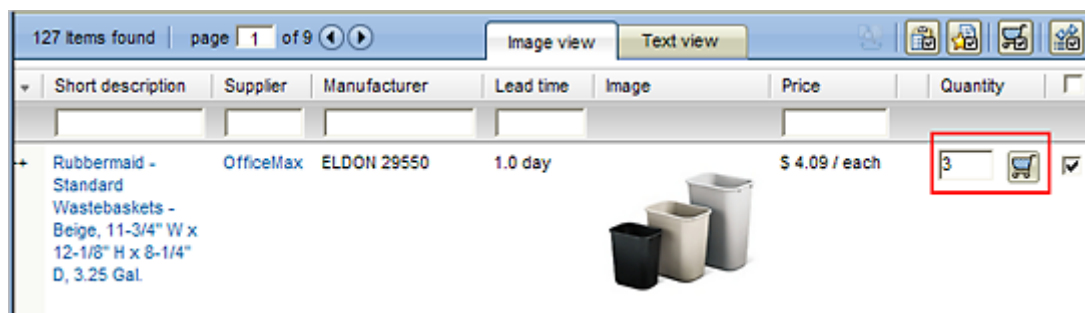
1. Click the **Catalog** button on the **Actions** bar. If you have more than one catalog available, you may see a dialog box that allows you to select the catalog you want to use. Your catalog names will be different than those shown in the illustration below.



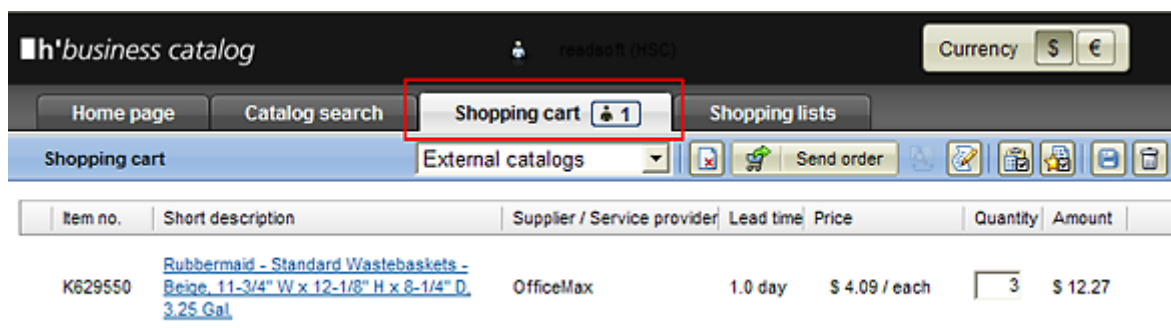
2. Use the search function in the catalog to find items.



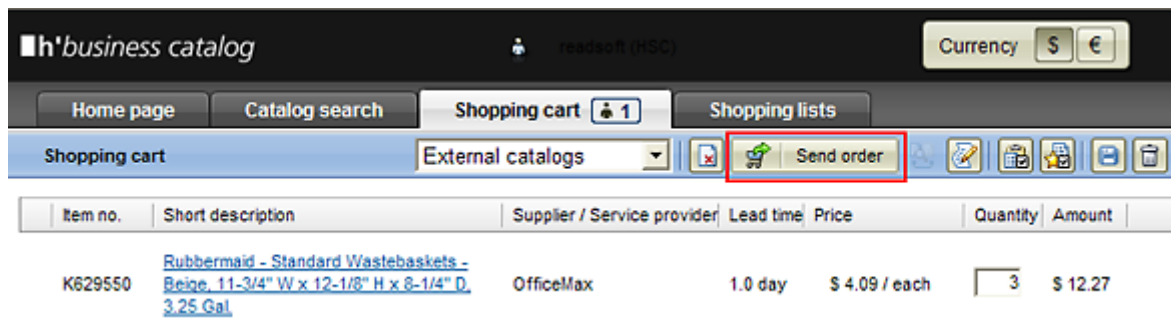
3. Add items to your shopping cart.



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



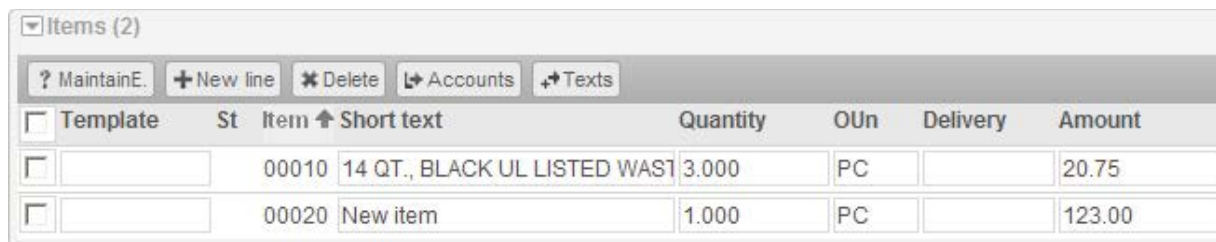
5. Send your order.



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

## Entering items manually

1. In the items area, click the **New line** button to create a new line item row.
2. Enter the details for the item.



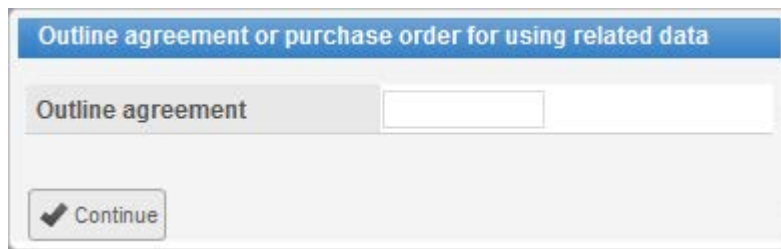
In the **Template** field you can select an [entry template](#) that contains predefined fields, such as the vendor or the material group. When you select the template, the predefined fields are entered in your line item and you only have to fill in the missing information.

3. Add additional lines as needed. To delete line items, select ☒ them and then click **Delete line** button.
4. Click the **Save** button on the **Actions** bar.

## Using outline agreements

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





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

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

### To select an outline agreement:

Use the [search help](#) to find and select the agreement that you want to use and then click the **Continue** button.

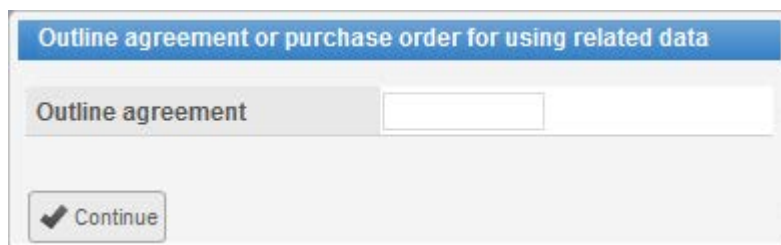
**Note:** You can only select an outline agreement when you first create the document. Once you have left this dialog, you will not be able to open it again for this document.

### To create a document without an outline agreement:

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

## Using existing purchasing documents

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



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

### To select an existing purchasing document:

1. Open the [search help](#) and select the type of purchasing document that you want to use.

Search help for field Outline agreement

	From	To
Agreement	<input type="text"/>	<input type="text"/>
Item	<input type="text"/>	<input type="text"/>
Material	<input type="text"/>	<input type="text"/>
Plant	<input type="text"/>	<input type="text"/>
Results	10 ▼	
Search help	List of contracts for a material ▼	

Search Reset

- List of contracts for a material
- List of all valid contracts
- Purchasing Documents per Asset
- Purchasing Documents per Requirement Tracking Number
- Requests for Quotation per RFQ Date
- Purchase Orders per PO Date
- Schedule Lines per Purchase Requisition
- Purchasing Documents per Order
- Purchase Orders for Services
- Contracts for Services
- Purchasing Documents per Cost Center
- Purchasing Documents per Vendor**
- Purchasing Documents for Material
- Purchasing Documents per Network

2. Enter search criteria, or leave all fields blank to find all documents in the selected category, then click the **Search** button.
  3. Select the document that you want to use.
  4. Click the **Continue** button.
- Note:** You can only select an existing purchasing document when you first create the document. Once you have left this dialog, you will not be able to open it again for this document.

### To create a document without using an existing purchasing document:

If you do not want to use an existing purchasing document, leave the **Outline agreement** field empty and click the **Continue** button.

## Entering account assignments

You enter account information for items on a line by line basis in the [document detail view](#). You can:

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

### To enter account assignments:

1. In the line items area, select ☒ the item and click the **Accounts** button.

An additional area appears below the line item where you can enter account information. Click the arrow in the **Accounts** area ☐ to close this area when you are finished assigning accounts.

The screenshot shows a software interface for managing items and their account assignments. The main window is titled 'Items (3)' and contains a table of items. The first item, 'Sample item 1', is selected. Below the item table, there is a section for 'Accounts (3)' which is currently expanded. This section contains a table with columns for 'Template', 'Quantity', 'Percent', 'G/L Acct', 'Cost Ctr', and 'Order'. Two account assignments are listed for 'Sample item 1': one with a quantity of 6.000 and 50.0 percent to G/L Acct 300000, and another with a quantity of 6.000 and 50.0 percent to G/L Acct 400000. The second item, 'Sample item 2', is also visible in the main table with a quantity of 100.000.

Template	St	Item	Short text	Quantity	OUn	Delivery
<input checked="" type="checkbox"/>		00010	Sample item 1	12.000	PC	

Template	Quantity	Percent	G/L Acct	Cost Ctr	Order
<input type="checkbox"/>	6.000	50.0	300000	2000	
<input type="checkbox"/>	6.000	50.0	400000	1000	

Template	St	Item	Short text	Quantity	OUn	Delivery
<input type="checkbox"/>		00020	Sample item 2	100.000	PC	

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.

## Saving a document

When you have finished [entering data](#) in your document, click **Save** on the **Actions** bar.

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

# Goods Receipts

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

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

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

## Creating a goods receipt

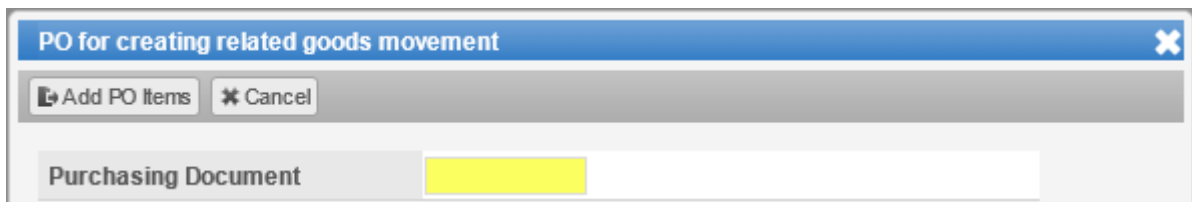
When you create a goods receipt, you must select the purchase order to which the goods receipt applies. If you already have a posted PROCESS DIRECTOR requisition for the goods that references a purchase order, you can create the goods receipt directly from this document, provided that the goods are all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

### To create a goods receipt without a requisition:

1. Click the appropriate **Goods Receipt** category in the [Worklist](#), then click **Create** on the **Actions** bar.

A new document is created.

2. To transfer line items from an existing purchase order to the goods receipt, click the **Add PO items** button on the **Actions** bar. In the **PO for creating related goods movement** dialog, enter the number of the purchase order or use [search help](#) to select it.



The screenshot shows a dialog box titled "PO for creating related goods movement". It features a toolbar with "Add PO Items" and "Cancel" buttons. Below the toolbar, there is a label "Purchasing Document" and a yellow input field for entering a purchase order number.

3. Enter the purchase order number in the header and press **ENTER** or save the document.

The line items from the purchase order are added to the goods receipt line items, but with no quantity.

4. Edit the line items, if necessary. Use the **New line** and **Delete** buttons on the **Actions** bar to add and delete line items.
5. Check the **OK** checkbox if delivery of this item is to be considered complete.
6. Click the **Save** button on the **Actions** bar.



### To create a goods receipt based on a requisition:

1. Click the PROCESS DIRECTOR requisition document number (**PD doc. no.**) in the [document list](#), then click the **Goods Receipt** button on the **Actions** bar.

If you select a requisition that has several vendors, you will be prompted to choose one of those vendors.

A new goods receipt document is created. The line item information from the purchase order is automatically entered into the line items area of the goods receipt. The purchase order number is also entered in the goods receipt.


2. Make changes as necessary.
3. Click the **Save** button on the **Actions** bar.

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**.

## Processing goods receipts

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

1. Click the appropriate **Goods Receipt** category in the [Worklist](#).

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

2. Click the document number in the **PD Doc no.** column.
3. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.
4. Correct the errors.



# Financial Postings

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

## General ledger postings

- [Regular posting](#)
- [Adjustment posting](#)
- [Provision](#)
- [Accrual with reversal](#)
- [Recurring entry](#)
- [Aggregated accrual](#) from PROCESS DIRECTOR Accounts Payable

## Customer postings

- [Invoice](#)
- [Credit note](#)
- [Recurring invoice](#)
- [Deferral \(invoice\)](#)
- [Write-off](#)

## Creating a financial posting

1. Click the appropriate category in the [Worklist](#): **G/L Account Postings** or **Customer Postings**.
2. In the [document list](#) view, click the **Create** button on the Actions bar.
3. Select a posting type and click the **Continue** button:



Please, specify the Posting Type

Posting Type

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

Please specify additional data

Original SAP document

Document Number	<input type="text" value="100000004"/>
Company Code	<input type="text" value="1000"/>
Fiscal Year	<input type="text" value="2013"/>

Current CO object / SAP document item no

Cost Center	<input type="text" value="1000"/>
WBS element	<input type="text"/>
Order	<input type="text"/>
Line item	<input type="text" value="0"/>

Target CO object

Cost Center	<input type="text" value="1200"/>
WBS element	<input type="text"/>
Order	<input type="text"/>

A new document is created.

**G/L Account Postings 125**

Connect to SAP doc. Copy Save Check List Upload Start Post Delete Back

**Details**

**General**

Document status ☐ New or ready for posting

Workflow status

Posting Type GLAP Adjustment posting

Company Code 1000

Document Date 07/25/2013

Posting Date

Reference

Document Header Text

Currency EUR

Calculate tax ☒

Debit total 84.03

Credit total 84.03

**Adjustment posting**

Original document number 1900000000

Original Fiscal Year 2012

**Posting positions (2)**

+ New line \* Delete

Item	G/L Acct	D/C indic.	Amount	Currency	Tax Code	Text	Cost Ctr	Order	V
1	451000	Credit	84.03	EUR			1000		
2	451000	Debit	84.03	EUR			1200		

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

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

- Click the **Save** button on the **Actions** bar.

If all information has been entered correctly, the document has the status ☐ **Ready for posting**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the financial posting has been posted, the PROCESS DIRECTOR document status changes to ☒ **Posted**.

**Note:** If the document is posted with reference to a [deferral posting](#), the number of the deferral document is displayed in the **Details** data panel.

**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.

# G/L 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.

Please specify additional data	
<input type="button" value="✖ Cancel"/> <input checked="" type="button" value="✔ Continue"/>	
Original SAP document	
Document Number	1900000131
Company Code	1000
Fiscal Year	2012
Current CO object / SAP document item no	
Cost Center	1000
WBS element	
Order	
Line item	0
Target CO object	
Cost Center	1200
WBS element	
Order	


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

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

## 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 panel.

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, open the document and click the **Reverse** button on the Actions bar. The document status changes to  **Reversed**. The number of the reversal document is displayed in the **Details** data panel.

## Accrual with reversal posting

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

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

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 panel.

Recurring schedule	
First run on	02/01/2013
Last run on	02/01/2014
Interval in months	Per month
Run date	15
Last Document Date	02/15/2013

Field	Description
<b>First run on / Last run on</b>	The time frame within which documents will be created.
<b>Interval in months</b>	The frequency with which documents will be created, for example, every month
<b>Run date</b>	The exact date on which documents will be created, for example, on the 15th of each month.
<b>Last document date</b>	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 panel of these documents.

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

The **Relations** data panel 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 PROCESS DIRECTOR Accounts Payable posting is created from the /EBY/ICIV\_ACCRUAL\_REPORT report. This report list all line items in PROCESS DIRECTOR Accounts Payable documents that have not yet been posted.

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

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

G/L Account Postings 1228

Connect to SAP doc. Copy Save Check List Upload Start Post Delete Back

**General**

Document status ☐ New or ready for posting

Workflow status

Posting Type GLAA Aggregated accrual from PD AP

Company Code 1000

Document Date 03/05/2013

Posting Date

Reference MARCH 2013

Document Header Text Accrual from PD AP

Currency EUR

Calculate tax ☒

Debit total 577.97

Credit total 577.97

**Details**

Document type SA

Exchange rate 0.00000

Translation date

Trading Part.BA

Document Number

Fiscal Year

Period 0

**Inverse Posting**

Reversal reason 01

Reversal date 04/01/2013

Posting positions (5)

Item	G/L Acct	D/C indic.	Amount	Currency	Tax code	Text	Cost Ctr	Order	WBS elem.	Pro
<input type="checkbox"/> 1	400000	Credit	100.00	EUR		22402:000001	1000			
<input type="checkbox"/> 2	400000	Debit	500.00	EUR	VN	22107:000005:001	1000			140
<input type="checkbox"/> 3	400000	Debit	52.00	EUR	VN	21912:000001:001	1000			140
<input type="checkbox"/> 4	400000	Debit	25.97	EUR	VN	21912:000002:001	1000			140
<input type="checkbox"/> 5	451000	Credit	477.97	EUR			1000			

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

# Customer Postings

## Invoice/Credit note posting

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

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

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 schedule** data panel.

<input checked="" type="checkbox"/> Recurring schedule	
First run on	04/01/2013
Last run on	11/02/2013
Interval in months	Per month
Run date	22
Last Document Date	04/22/2013

Field	Description
<b>First run on / Last run on</b>	The time frame within which documents will be created.
<b>Interval in months</b>	The frequency with which documents will be created, for example, every month
<b>Run date</b>	The exact date on which documents will be created, for example, on the 22nd of each month.
<b>Last document date</b>	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 panel of these documents.

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

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

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

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.



New Customer Postings (FI)																																											
<input type="button" value="Save"/> <input type="button" value="List Upload"/> <input type="button" value="Cancel"/>																																											
<div> <div> <b>General</b> Document status <input type="checkbox"/> New or ready for posting  Workflow status  Posting Type ARDI Deferral (invoice)  Company Code 1000  Document Date 03/20/2013  Posting Date  Reference  Document Header Text  Calculate tax <input checked="" type="checkbox"/>  Debit total 0.00  Credit total 0.00 </div> <div> <b>Details</b> Document type DR  Exchange rate 0.00000  Translation date  Trading Part.BA  Validity date 01/01/2014  Consumed Amount 0.00  Document Number  Fiscal Year  Period 0 </div> <div> <b>Customer</b> Customer 1000  Amount 100.00  Currency EUR  Text  Assignment  Payment block  Payment Method </div> </div>																																											
<b>Posting positions (2)</b> <div> <input type="button" value="+ New line"/> <input type="button" value="Delete"/> </div> <table border="1"> <thead> <tr> <th>Item</th> <th>G/L Acct</th> <th>D/C indic.</th> <th>Amount</th> <th>Currency</th> <th>Tax code</th> <th>Text</th> <th>Cost Ctr</th> <th>Order</th> <th>WBS elem.</th> <th>Profit Ctr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800001</td> <td>Credit</td> <td>60.00</td> <td>EUR</td> <td></td> <td>example text 2</td> <td></td> <td></td> <td>2001.99. T-POP</td> <td></td> </tr> <tr> <td>2</td> <td>801001</td> <td>Credit</td> <td>40.00</td> <td>EUR</td> <td></td> <td>example text 3</td> <td></td> <td></td> <td>2001.99. T-POP</td> <td></td> </tr> </tbody> </table>											Item	G/L Acct	D/C indic.	Amount	Currency	Tax code	Text	Cost Ctr	Order	WBS elem.	Profit Ctr	1	800001	Credit	60.00	EUR		example text 2			2001.99. T-POP		2	801001	Credit	40.00	EUR		example text 3			2001.99. T-POP	
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## 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.

Please, specify additional data

Original SAP document
Document Number 1800001612
Company Code 1000
Fiscal Year 2012

Write-off Details
G/L Account No. 203000 X

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 panel.

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

# Master Data Maintenance

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

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

- [Cost center maintenance](#)
- [Profit center maintenance](#)
- [Vendor master data maintenance](#)
- [General ledger account maintenance](#)
- [Asset master data maintenance](#)

## Creating a cost center maintenance request

1. Click the appropriate **Cost Center Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** on the **Actions** bar.
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

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.

**Costcenter master data maintenance**

✓ Continue ✗ Cancel

Activity	Create
Cost Center	
Controlling Area	?
Valid From	08/21/2013
Activation status	Active
Reference Cost center	

A new document is created.

**New Cost Center Maintenance**

Save ✗ Cancel

General Data	Basic Data	Control
Document status <input type="checkbox"/>	Name	Record Quantity <input type="checkbox"/>
Workflow status	Description	Actual primary costs <input type="checkbox"/>
PD document number 0	Person Responsible	Plan primary costs <input type="checkbox"/>
Activity Create	Department	Actual secondary costs <input type="checkbox"/>
Cost Center	Cost Center Category	Plan secondary costs <input type="checkbox"/>
Controlling Area 2000	Hierarchy Area	Actual revenues <input type="checkbox"/>
Valid From 08/21/2013	Company Code	Plan revenues <input type="checkbox"/>
Valid To 12/31/9999	Business Area	Commitment update <input type="checkbox"/>
Activation status Active	Currency	
	Profit Center	

3. Fill in any relevant fields on the header data tabs.
4. Click the **Save** button on the **Actions** bar.

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

### Adding multiple cost centers to the request

1. In the [document list](#) view, click the **Create** button in the **Actions** bar.
2. Select **Create**, fill in the **Cost Center** and **Controlling Area** fields and click the **Continue** button.

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								
<input type="checkbox"/> Cost Ctr	Name	Descript.	Pers.Resp.	Department	CoCode	Profit Ctr	CO Area	
<input checked="" type="checkbox"/> 1000	Corporate Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000	
<input type="checkbox"/> 1001	Customer Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000	
<input type="checkbox"/> 1002	Consultancy Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000	

6. Post the document.

## Creating a profit center maintenance request

1. Click the appropriate **Profit Center Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** on the **Actions** bar.
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

Profitcenter master data maintenance	
<input checked="" type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Activity	Create ▼
Profit Center	
Controlling Area	
Valid From	08/21/2013

A new document is created.

3. Fill in any relevant fields on the header data tabs.
4. To specify for which company codes a profit center should be active, add the company codes and select the corresponding **Company code assigned to profit center** check box. To deactivate the profit center for specific company codes, deselect the check box.
5. Click the **Save** button on the **Actions** bar.

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

## Vendor master data

### Creating a vendor master maintenance request


1. Click the appropriate **Vendor Master Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** on the **Actions** bar.
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click the **Continue** button.

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

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

A new document is created.

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

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

## Processing in the workflow

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

1. [Open the document](#) to approve it.
2. Enter all the required data.
3. If necessary and if you have the required rights, add new lines to the bank details, enter the required information and save the document.

**Vendor master maintenance 293**

Recall Continue Status Back

General data Address data Purchasing data

**Accounting data**

Accounting information

Reconciliation acct 164005

Head office

Planning group A1

Payment data

Payment terms 0001

Withholding tax

WH Tax Country

**Block/Deletion**

Posting block

Central posting block ☐

Posting block for company code ☐

Purchasing block

Central purchasing block ☐

Purch. block for purchasing organization ☐

Block for quality reasons

Block function

Deletion flags

Central deletion flag ☐

Deletion flag for company code ☐

Delete flag for purchasing organization ☐

Deletion blocks

Central del.block ☐

CoCd deletion block ☐

**Bank (1)**

Bank ctry	Bank Key	Bank Acct.	Ctrl key..	Bank name	IBAN	SWIFT code
DE	12345678	1234567812		FD bank NEW	DE59123456781234567812	

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**.

## Requests for blocking/deletion

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

The screenshot shows a web form titled "Block/Deletion" with a checked checkbox. It is organized into several sections, each with a header and a list of options with checkboxes:

- Posting block**
  - Central posting block ☐
  - Posting block for company code ☐
- Purchasing block**
  - Central purchasing block ☐
  - Purch. block for purchasing organization ☐
- Block for quality reasons**
  - Block function ☐
- Deletion flags**
  - Central deletion flag ☐
  - Deletion flag for company code ☐
  - Delete flag for purchasing organization ☐
- Deletion blocks**
  - Central del.block ☐
  - CoCd deletion block ☐

4. Click the **Save** button on the **Actions** bar.
5. When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.




## Creating a customer master maintenance request

1. Click the appropriate **Customer Master maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** in the **Actions** bar.
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click the **Continue** button.

Customer master data maintenance	
<input type="button" value="✓ Continue"/> <input type="button" value="✗ Cancel"/>	
Activity	Create ▼
General data	
Customer	<input type="text"/>
Company Code	<input type="text"/>
Account group	<input type="text" value="1"/> ?
Sales Organization	<input type="text"/>
Distribution Channel	<input type="text"/>
Division	<input type="text"/>
Reference	
Customer	<input type="text"/>
Company code	<input type="text"/>
Sales organization	<input type="text"/>
Distribution channel	<input type="text"/>
Reference division	<input type="text"/>

A new document is created.

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

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

## General ledger accounts

### Creating a G/L account maintenance request

1. Click the appropriate **G/L Account Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** in the **Actions** bar.
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click the **Continue** button.

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.

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

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

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.

**New Master Data G/L Account**

Save Cancel

General data Control data Create/bank/interest

☒ Block/Deletion

Block CAO

Blocked for creation ☒

Blocked for posting ☐

Blocked for planning ☐

Block CoCo

Blocked for posting ☒

Del. flag in CAO

Mark for deletion ☐

Del. flag in CoCo.

Mark for deletion ☐

4. Click the **Save** button on the **Actions** bar.
5. When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

## Creating an asset master maintenance request



1. Click the appropriate **Asset Master Maintenance** category in the [Worklist](#), then in the [document list](#) view, click the **Create** button in the **Actions** bar.
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

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.

Deactiv.	Area	Dep. area	Key	Usefl.life	Per	Ord. depr.
<input type="checkbox"/>	1	Book deprec.	LINR	5	0	
<input type="checkbox"/>	15	Tax bal.sht	LINR	5	0	
<input type="checkbox"/>	20	Cost-acc.	LINA	6	0	
<input type="checkbox"/>	30	Group GBP	LINR	5	0	
<input type="checkbox"/>	31	Group DEM	LINR	5	0	
<input type="checkbox"/>	32	BkDep(g.cur)	LINR	5	0	

3. Fill in or edit any relevant fields on the header data tabs.
4. If necessary, select the **Deactivation** check boxes for the depreciation areas that need to be inactive for this asset.
5. Click the **Save** button on the **Actions** bar.

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

## Adding multiple assets to the request

1. In the [document list](#) view, click the **Create** button in the **Actions** bar.
2. Select **Create**, fill in the **Asset class** and **Company Code** fields and click the **Continue** button.
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

<input type="checkbox"/>	Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
<input checked="" type="checkbox"/>			Audi			0001	0002		
<input type="checkbox"/>			Audi			0001	0002		
<input type="checkbox"/>			Audi			0001	0002		

5. If necessary, change the required fields.

List of Assets (3)

+ New line \* Delete

<input type="checkbox"/>	Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
<input checked="" type="checkbox"/>			Audi			0001	0002	0001 ?	
<input type="checkbox"/>			Audi			0001	0002		Y
<input type="checkbox"/>			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.

## Asset management

You can create the following requests for asset management postings:

- [Asset acquisition](#)
- [Asset transfer](#)
- [Asset retirement](#)

### Creating an asset acquisition request

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

**To create an asset acquisition request:**

1. Click the appropriate **Asset Acquisition** category in the [Worklist](#), then click **Create** on the **Actions** bar.

A new document is created.

Transaction data		Additional detail	
Document status	<input type="checkbox"/>	Posting Period	0
PD document number	0	Document type	
Workflow status		Transactn Type	
Company Code		Trading Partner	
Document Date	08/27/2013	Reference	
Posting Date	08/27/2013	Assignment	
Reference Date			
Text			

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

← Asset Acquisition 42 →

Copy Save Start Back

Transaction data

Document status	
PD document number	42
Workflow status	
Company Code	1000 ReadSoft Deutschland
Document Date	08/28/2013
Posting Date	08/28/2013
Reference Date	
Text	Used car

Additional detail

Posting Period	0
Document type	AA Asset posting
Transactn Type	
Trading Partner	1000
Reference	
Assignment	

List of Assets (1)

Asset	Subnumber	Amount	Currency	Descript.	Quantity	Unit	CoCode	Fisc. Year	DocumentNo
3395	0	15,000.00	EUR	Audi A6	1.000	EA	1000	2013	100000055

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

## Creating an asset transfer request

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

### To create an asset transfer request:

1. Click the appropriate **Asset Transfer Posting** category in the [Worklist](#), then click **Create** on the **Actions** bar.
2. Select the type of transaction you would like to create.



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

CoCode	Asset	SNo.	Descript.	Amount	Crcy	PartCoCd	PrtnrAsset	P. sub-no.	Descript.	Fisc. Year	DocumentNo	Crss-CC no
1000	3409	0	IBM Thinkpad T420	500.00	EUR	2000	1001	0	IBM Thinkpad T420	2013	100000048	0100000048100013

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

## Creating an asset retirement request

1. Click the appropriate **Asset Retirement** category in the [Worklist](#), then click the **Create** button on the **Actions** bar.
2. Select the type of transaction you would like to create.

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

Asset	Subnumber	Descript.	CoCode	Fisc. Year	DocumentNo
3395	0	Audi A6	1000	2013	100000056

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

# Customer Orders

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


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

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

## Processing customer orders

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

1. Click the appropriate **Customer Orders** category in the [Worklist](#).

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

2. Click the document number in the **PD Doc no.** column.
3. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.

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



Status	Item	Material	Descript.	MatEntered	Order qty	SU	Net price	Net value	Currency	Plant
	1	484-7718	Capacitor 18pf	4847718	200.000	PC	0.09	18.00	EUR	1000
				4847702	200.000	PC	0.09	18.00	EUR	1000

Expected item value 18,00 differs to much for item no. 1:12,00

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

4. Correct the errors.

5. Click the **Save** button on the **Actions** bar.

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

## Example

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

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

**Customer Order 892**

Copy | Check | Save | Start | Post | Delete | Back

**General**

Document status: ☐ No sales order created

Workflow status: ☐ No sales order created

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

**Items**

Status	Item	Material	Descript.	MatEntered	Order qty	U	Net price	Net value	Currency
<input checked="" type="checkbox"/>	1	484-7702	Capacitor 15pf	4847702	200.000	PC	0.09	18.00	EUR
<input checked="" type="checkbox"/>	2		Casing		200.000	PC	10.00	100.00	EUR
<input checked="" type="checkbox"/>	3	484-7718	Capacitor 18pf	4847718	200.000	PC	0.09	18.00	EUR

**Header partners (3)**

PartFunc.	Customer	Acct at cl	Name	Country	PostCode	City	Telephone1	Fax Number
CP			Leisure Suit/Larry	GB			01612230500	016122305
SH			Premier Technology	GB				
SP			Galley Leisure	GB				

**Actions (5)**

**Events (3)**

Result	Event	Message
<input checked="" type="checkbox"/>	Perform determinations	Unable to determine sales organisation
<input checked="" type="checkbox"/>	Perform checks	Please enter sold-to party or ship-to party

# Payment Advices

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


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

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



## Processing payment advices

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

1. Click the **Payment Advices** category in the [Worklist](#).

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

2. Click the document number in the **PD Doc no.** column.
3. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.
4. Correct the errors.
5. Click the **Save** button on the **Actions** bar.

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

## Example

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

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

**Payment Advice 236**

Copy Check Save Start Post Delete Back

**General**

Document status ■

Workflow status

PD document number 236

Company Code 1000

Customer

Account at customer

Adv.header text

**Payment Details**

Pmnt advice no.

Payment document no. RA-6007432

Payment date 04/15/2013

Currency GBP

Payment Amount 46.40 40.00

Balance 6.40

Gross amount 46.40

Cash discount amount 0.00

**Items (3)**

Status	Amount	Amount ↑	Amount	Amount	Reason cde	Currency	Document#
<span style="color: red;">■</span>	10.00	<span style="border: 1px solid red; display: inline-block; width: 50px; height: 15px; text-align: center;">11.60</span>	0.00	0.00		GBP	180000000
<span style="color: red;">■</span>	10.00	<span style="border: 1px solid red; display: inline-block; width: 50px; height: 15px; text-align: center;">11.60</span>	0.00	0.00		GBP	180000000
<span style="color: red;">■</span>	20.00	<span style="border: 1px solid red; display: inline-block; width: 50px; height: 15px; text-align: center;">23.20</span>	0.00	0.00		GBP	180000000

**Attachments (1)**

Upload

Type	Description	Size	Date ↑	Time																				
<div> <p>SYNTHES Corporation PO Box 1756 PAOLI PA 19301</p> <p><b>SYNTHES</b> Inquires To: SYNTHES (USA)</p> <p><b>REMITTANCE ADVICE</b></p> <p><b>SOLD TO:</b> Readsoft Elydos Inc. 680 Townsend Street SAN FRANCISCO CA 94103</p> <p><b>ORDER#</b> 4600000072 <b>DOC#</b> RA-6007432 <b>Date</b> 04/15/2013</p> <table border="1"> <thead> <tr> <th>Item#</th> <th>Your Ref.</th> <th>DOC#</th> <th>Net Amount</th> <th>Gross Amount</th> </tr> </thead> <tbody> <tr> <td>00001</td> <td>1800000009</td> <td>12-0002</td> <td>10.00</td> <td>11.60</td> </tr> <tr> <td>00002</td> <td>1800000010</td> <td>12-0003</td> <td>20.00</td> <td>23.20</td> </tr> <tr> <td>00003</td> <td>1800000011</td> <td>12-0004</td> <td>10.00</td> <td>11.60</td> </tr> </tbody> </table> <p><b>Totals</b> Net GBP 40.00 Tax GBP 6.40 Gross (Payment) GBP 46.40</p> </div>					Item#	Your Ref.	DOC#	Net Amount	Gross Amount	00001	1800000009	12-0002	10.00	11.60	00002	1800000010	12-0003	20.00	23.20	00003	1800000011	12-0004	10.00	11.60
Item#	Your Ref.	DOC#	Net Amount	Gross Amount																				
00001	1800000009	12-0002	10.00	11.60																				
00002	1800000010	12-0003	20.00	23.20																				
00003	1800000011	12-0004	10.00	11.60																				

# Payment Approvals

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

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

## Processing payment approvals

1. Click the appropriate **Payment Approval** category in the [Worklist](#).

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

Payment Approval Cockpit (50)						
<input type="checkbox"/> Check <input checked="" type="checkbox"/> Post <input type="checkbox"/> Start <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject <input type="checkbox"/> Forward <input type="checkbox"/> Recall <input type="checkbox"/> Status <input type="checkbox"/> Export list						
<input type="checkbox"/>	Status	Wf status	PD doc no	Date	ID	CoCd ↓
<input type="checkbox"/>	●		385	12/30/1999	ZR300	R300
<input type="checkbox"/>	●		405	12/31/2000	ZR100	R100
<input type="checkbox"/>	●		383	12/31/1999	ER100	R100
<input type="checkbox"/>	●		393	02/18/2000	TEST1	5000
<input type="checkbox"/>	●		388	03/01/2000	ZJP02	5000
<input type="checkbox"/>	\$		429	02/20/2012	EPS9	3000
<input type="checkbox"/>	●		403	10/10/2003	AISB	3000
<input type="checkbox"/>	●		401	10/07/2003	AISA	3000
<input type="checkbox"/>	●		397	07/30/2003	DG073	3000
<input type="checkbox"/>	●		396	08/27/2003	DGMAN	3000
<input type="checkbox"/>	●		395	03/31/2003	R0403	3000
<input type="checkbox"/>	⬆	⚠	408	05/10/2011	SR11	2000
<input type="checkbox"/>	●		390	02/28/2000	Z2000	2000
<input type="checkbox"/>	\$		436	04/15/2013	ALX03	1000
<input type="checkbox"/>	\$		435	04/15/2013	ALX02	1000

- To process a payment proposal, in the document list click the document number in the PD Doc no. column.

The payment items are displayed beneath the proposal header data.



Payment Approval 432

Save
Check
Start
Status
Apply changes
Back


General

Document status	\$	Payment proposal
Workflow status	✓	
PD document number	432	
Run date	11/06/2012	
Identification	TS1	
Paying company code	1000	

Payment (17)


Items

<input type="checkbox"/>	Vendor	Payment	Number of items paid	Currency	LC pmt amt	Cash discnt(LC)	Lost disc.(LC)
<input type="checkbox"/>	1001		1		-20,163,373.10	0.00	-604,901.19
<input type="checkbox"/>	1001	F110000001	6	EUR	-204,372.52	0.00	-6,131.17
<input type="checkbox"/>	1003		1		-4,928.14	0.00	-147.84
<input type="checkbox"/>	1003	F110000002	9	EUR	-46,625.43	0.00	-1,398.75
<input type="checkbox"/>	1005	F110000003	30	EUR	-1,805,393.15	0.00	-54,161.79
<input type="checkbox"/>	1010	F110000004	5	EUR	-206,118.10	0.00	-6,183.54

- You can view additional information about the proposal. Click:
- 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 **Status** column of the items for which you changed the payment block indicator. You can also perform other editing functions such as entering cash discounts or reallocating items.

Change Line Items

Block

Payment block 

Payment method

Payment method ☐

Pmt meth.supl. ☐

Payment terms

Baseline date 18.03.2004

Days/percent 14 3.000 / 30 2.000 / 45

Discount base 11.60 EUR

Cash discount

Discount amount

Cash discount %

Note

Item is blocked for payment

☒ ☐

Choose cash discount

Reallocate...

# Order Confirmations

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

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

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

## Creating an order confirmation



1. Click the **Order Confirmations** category in the [Worklist](#), then click the **Create** button on the **Actions** bar.

A new document is created.

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

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

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

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

**Tip:** You can also create an order confirmation based on a PROCESS DIRECTOR requisition document, provided that the goods are all ordered from the same vendor and the requisition

references a purchase order. In the **Requisitions** document list, select the requisition and click the **Order confirmation** button.



## Processing order confirmations

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

1. Click the **Order Confirmations** category in the [Worklist](#).

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

2. Click the document number in the **PD Doc no.** column.
3. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.
4. Correct the errors.
5. Click the **Save** button on the **Actions** bar.

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

## Example

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

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

**Order Response 64**

Document status: ■

Workflow status: ■

PROCESS DIRECTOR document number: 64

Order acknowledgment: AB875764

Created on: 05/06/2011

Purchasing Document: 4500016171

Currency: EUR

Vendor: 3200 Blumenbecker Industrietechnik GmbH

Delivery date: 04/26/2011

Plant:

Item	Material	Short text	Vend. mat.	Quantity	Order Unit	Deliv.date	Net price	Net	Currency	Ackn. reqd	AcknowLeo	CostC
10	40-100C			50.000		04/26/2011	1.20	60.00	EUR			
20	40-100C			30.000		04/26/2011	1.20	36.00	EUR			
30	40-100R			40.000		04/26/2011	1.20	48.00	EUR			
40	K4013MATT			30.000		04/26/2011	1.40	42.00	EUR			

**Actions (3)**

Action	Date	Time	User	Result
Perform checks				Order units differ
Perform checks				Order units differ
Perform checks				Order units differ
Perform checks				Material number K4013MATT differs from that of ordered material 40-200F
Perform checks				Order units differ

# Accounts Payable

PROCESS DIRECTOR FOR Accounts Payable allows users to view and process the Accounts Payable documents that are sent to them in a workflow.

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

Worklist		Incoming Invoice - My Workflow inbox (66)				
<input type="checkbox"/> Refresh worklist						
<input type="checkbox"/> Requisitions	897					
<input type="checkbox"/> Goods Receipts	205					
<input type="checkbox"/> Financial Postings	185					
<input type="checkbox"/> Customer Orders	1619					
<input type="checkbox"/> Order Confirmations	38					
<input checked="" type="checkbox"/> Incoming Invoices						
My Workflow inbox	66					
Workflow History						
Recall						

Status	Descript.	Doc. no.	FI / MM	Doc..Date
	Check price mismatch	5035	MM	04/14/2010
	Check missing GR	5041	MM	07/15/2010
	Check price mismatch	5057	MM	04/14/2010
	Check missing GR	5062	MM	07/16/2010
	Check missing GR	5087	MM	09/27/2010
	Check price mismatch	5218	MM	04/14/2010
	Check missing GR	5248	MM	07/16/2010

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.

## Processing documents

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](#)

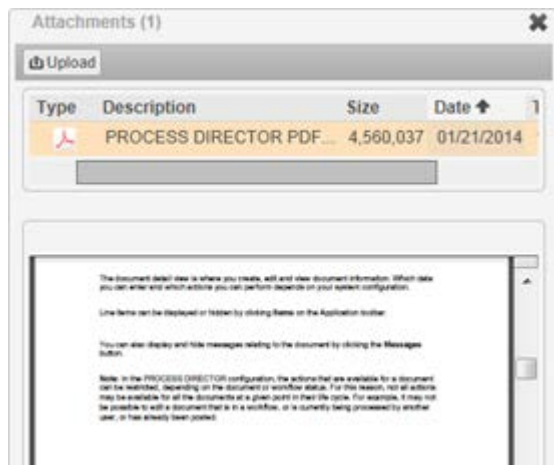
- [View and add attachments](#), such as the invoice image
- **Note:** If the system has been accordingly configured, the invoice image can be viewed in the overview list.
- [View the workflow status](#)  
and take action:
  - [Approve the document](#)
  - [Reject the document](#)
  - [Forward the document to another user](#)
  - [Send a query to another user](#)

## Viewing purchase order data

In the [document detail view](#), click the **General** tab and then double-click the **Purchasing Document** number.

The purchase order details are displayed in a popup.

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



## Viewing vendor data

In the [document detail view](#), click the **Invoice** tab and then double-click the **Vendor** number.

The vendor details are displayed in a popup.

Header

General

Invoice

Notes (0)

Vendor	1060	ReadSoft Ebydos AG
Document Date	Vendor	1060
Reference	Company code	1000
G/L Account No.	Name	READSOFT EBYDOS AG
Currency	Search Item	CHEMIE
Gross amount	City	FRANKFURT AM MAIN
Net amount	Country	KN

## Entering 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.



<input checked="" type="checkbox"/> One-time vendor	
Name 1	
Country Key	
Bank Key	
Bank country key	
Bank Account Number	
Bank Control Key	
City	

## Adding 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.

Net amount	10,000.00
Entry sheet	
Delivery note	

☒ Items (1)

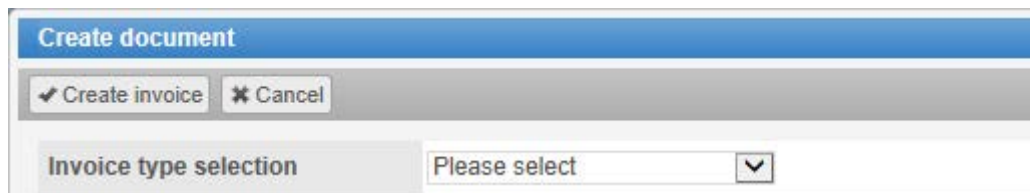
☒ Accounts (4)

+ New line		* Delete		
<input type="checkbox"/>	G/L Acct	Net amount	Gross	Text
<input type="checkbox"/>	471000	2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	

## Creating invoices

If configured in your system, you can create new FI invoices. You cannot create MM invoices.

1. In the [Worklist](#), double-click the **My workflow inbox** category.
2. Click **Create invoice** on the **Actions** bar.
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** on the **Actions** bar.
- Note:** The document is automatically sent to a workflow when saved. Click the **Workflow status** button 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.

## Saving an invoice as a template

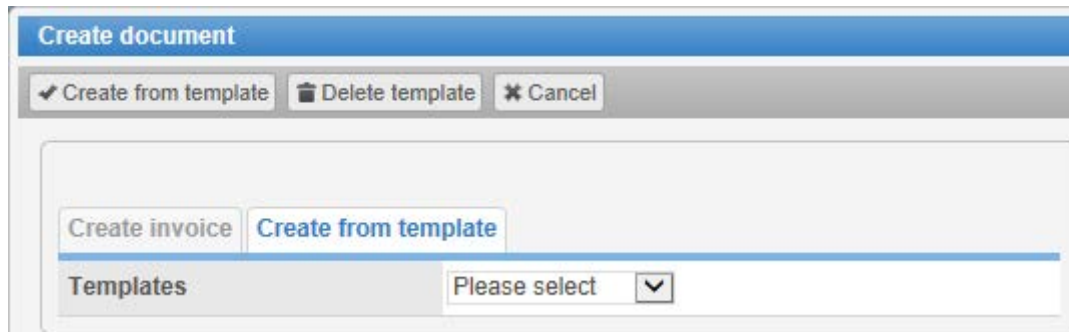
1. After creating an invoice, you can click **Save template** on the **Actions** bar.
2. In the **Template** dialog box, enter a name for the template and click **Save template**.



## Using a saved template to create a new invoice

1. In the [Worklist](#), double-click the **My workflow inbox** category.
2. Click **Create invoice** on the **Actions** bar.

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** on the Actions bar.

# Invoice Block and Cancellation

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

## Creating a block/unblock request

1. Click the **Invoice Block and Cancellation** category in the [Worklist](#), and then in the [document list](#) view, click the **Create** button in the **Actions** bar.
2. Fill in the required fields and click **Continue**. The **Document number** field refers to the PROCESS DIRECTOR Accounts Payable document number.

Select posted document	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Transaction type	Please select ▼
Document number	Block Cancel
Invoice doc. number	Please select
Fiscal Year	2013
Company Code	

3. From the **Payment block** drop-down list, select the desired blocking or unblocking option.

**New Invoice block/cancellation**

Save Cancel

General		Block	
Transaction type	Block	Payment block	Free for payment
Document status	<input type="checkbox"/>	Workflow status	Blocked for payment
PD document number	0		Blocked for payment
Document number	7693		Free for payment
MM document number	5105609196		Invoice verification
Invoice doc. number	5100000014	Fiscal Year	2013
Company Code	1000		
Posting Date	04/19/2013		
Reference	42150		
Vendor	3600	Funcke Büromarkt	
Amount	548.34	Currency	EUR

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

- Click the **Save** button on the **Actions** bar.

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

## Canceling an invoice

- Click the **Invoice Blocking/Unblocking** category in the [Worklist](#), and then in the [document list](#) view, click the **Create** button in the **Actions** bar.
- Fill in the required fields and click **Continue**. The **Document number** field refers to the PROCESS DIRECTOR Accounts Payable document number.

Select posted document			
<input checked="" type="button" value="Continue"/> <input type="button" value="Cancel"/>			
Transaction type	Cancel		
Document number	7693		
Invoice doc. number	4500016035	Fiscal Year	2013
Company Code	1000		

- 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.

New Invoice block/cancellation																																																					
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>																																																					
<div> <div> <div>General</div> <table border="1"> <tbody> <tr> <td>Transaction type</td> <td colspan="3">Cancel</td> </tr> <tr> <td>Document status</td> <td><input type="checkbox"/></td> <td colspan="2">Workflow status</td> </tr> <tr> <td>PD document number</td> <td colspan="3">0</td> </tr> <tr> <td>Document number</td> <td colspan="3">7693</td> </tr> <tr> <td>MM document number</td> <td colspan="3">5105609196</td> </tr> <tr> <td>Invoice doc. number</td> <td>5100000014</td> <td>Fiscal Year</td> <td>2013</td> </tr> <tr> <td>Company Code</td> <td colspan="3">1000</td> </tr> <tr> <td>Posting Date</td> <td colspan="3">04/19/2013</td> </tr> <tr> <td>Reference</td> <td colspan="3">42150</td> </tr> <tr> <td>Vendor</td> <td>3600</td> <td colspan="2">Funcke Büromarkt</td> </tr> <tr> <td>Amount</td> <td>548.34</td> <td>Currency</td> <td>EUR</td> </tr> </tbody> </table> </div> <div> <div>Cancel</div> <table border="1"> <tbody> <tr> <td>Reversal reason</td> <td>05</td> </tr> <tr> <td>Posting Date</td> <td>08/29/2013</td> </tr> <tr> <td>Reverse PD AP document</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> </div>				Transaction type	Cancel			Document status	<input type="checkbox"/>	Workflow status		PD document number	0			Document number	7693			MM document number	5105609196			Invoice doc. number	5100000014	Fiscal Year	2013	Company Code	1000			Posting Date	04/19/2013			Reference	42150			Vendor	3600	Funcke Büromarkt		Amount	548.34	Currency	EUR	Reversal reason	05	Posting Date	08/29/2013	Reverse PD AP document	<input checked="" type="checkbox"/>
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Reversal reason	05																																																				
Posting Date	08/29/2013																																																				
Reverse PD AP document	<input checked="" type="checkbox"/>																																																				

- Click the **Save** button on the **Actions** bar.

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

# Electronic Bank Statements

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

## Clearing an item

You can clear an item in the following ways:

1. If a match is found, the payment advice is automatically assigned via determination.
2. If no match is found, you can manually select the payment advice number by using the search help:
  - a. Select the bank statement with the uncleared items.
  - b. Select the uncleared item and click Change data.
  - c. Fill in the required information in the **Assign data** popup and click Save.

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

- a. Click **Create Payment Advice**.
- b. Fill in the required information and save and post the document.

Header

General

Document status	<span style="color: red;">■</span>
Workflow status	
PD document number	0
Company Code	1000
Customer	
Account at customer	
Adv.header text	

Payment Details

Pmnt advice no.	
Clearing Document	
Fiscal Year	
Payment document no.	
Payment date	03/18/2013
Currency	EUR
Payment Amount	210.00 0.00
Balance	
Gross amount	0.00
Cash discount amount	0.00

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

Items (3)

<input type="checkbox"/> Status	PD doc number	Pmt advice	Account	D/C	Amount	
<input checked="" type="checkbox"/>	4259	0400000000004259	100072	Credit	210.00	



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