PROCESS DIRECTOR Accounts Payable

User Guide

Version: 7.3

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Lexmark™

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Introduction

Welcome to the *PROCESS DIRECTOR Accounts Payable 7.3 User Guide.*

PROCESS DIRECTOR Accounts Payable is designed to allow automated posting of invoices and to help you identify, edit and correct documents that have errors or are incomplete.

This guide explains how to use PROCESS DIRECTOR Accounts Payable to perform your day-to-day tasks.

Please also refer to the following guide:

- *WORK CYCLE User Guide*

About this guide

This guide describes how to use PROCESS DIRECTOR Accounts Payable.

The guide contains the following chapters:

- Getting started

  Describes the three main screens, document statuses, how to view invoice information, and what user settings can be changed.

- Editing documents

  Explains how to locate errors, and the most common actions, such as assigning accounts to items, calculating taxes, and changing the payment terms.

- Checking and posting documents

  Describes the various ways documents can be posted.

- Workflows

  How to start and cancel workflows.

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 shows you how to start PROCESS DIRECTOR and navigate its main screens.

- [Starting PROCESS DIRECTOR](#)

- [Document search](#)

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- [Viewing an invoice's image and data from SAP](#)

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Starting PROCESS DIRECTOR

To start PROCESS DIRECTOR, go to /COCKPIT/1.
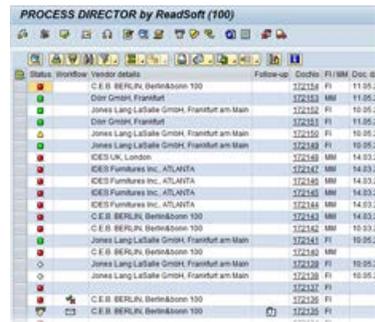
Document search   Document list
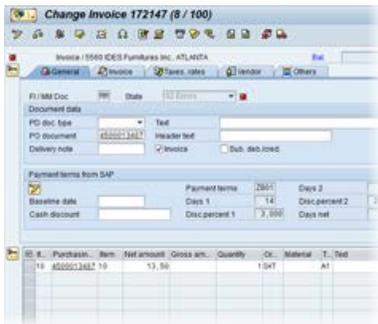
Document detail

Main transactions

Transaction	Description
/COCKPIT/1	Opens the document search screen.
/COCKPIT/WL1	Lists documents with errors and documents with today's date.
/COCKPIT/WL2	Lists documents with errors and all documents assigned to you.
/COCKPIT/WL3	Lists all documents assigned to you.

Search screen

1. Execute the document search.

2. Retrieve a variant (saved search criteria).

3. Display other selection fields.

4. SAP fields.

5. PROCESS DIRECTOR fields.

6. Indicates whether the document is one with a purchase order (MM) or without (FI).

7. Document status/Workflow status.

   Note: We recommend that you do not combine the two status types together.

8. Workflow selection.

9. List layout. Specify variants for fields that are displayed in the document list.

Note: Some selection criteria may not be available, depending on your system configuration.

Understanding search results

Certain combinations of search criteria may produce seemingly incorrect or unexpected results. This section explains how PROCESS DIRECTOR processes the entered selection criteria and why the returned results may not be as you expected.

In most cases, PROCESS DIRECTOR performs a direct selection on the database based on the entered criteria, then limits the selection to the entered maximum number of hits. The most recent documents will be displayed, sorted by the transferral date.

In other cases, PROCESS DIRECTOR first performs a selection on the database based on the entered criteria, then limits the selection to the maximum number of hits, and finally filters the results of the selection according to other entered criteria. In these cases, the results can seem confusing unless you understand how the selection is made. The sections below explain how the selection is made in these cases and provide examples.

IDoc number

The system first selects all IDoc numbers that fall within the entered range. This result list is then limited to the maximum number of hits, based on the IDoc number (highest number at the top of the list). Finally, the result list is filtered in accordance with other entered criteria (for example, vendor number or company code).

IDoc selection > Maximum number of hits > Filter on other criteria.

Example:

The database contains 22 documents whose IDoc number falls within the range 581750-582750. Nine of these documents are for vendor 2222.You have selected the following criteria:

Vendor: 2222
IDoc number: 581750 to 582750
Maximum number of hits: 20

Nine documents for vendor 2222 will be displayed in the results list.

However, if you set the maximum number of hits to 15, only 6 documents are displayed, because only 6 documents for vendor 2222 fall within the first 15 IDoc documents within the range 581750 to 582750.

If you set the maximum number of hits to 10, only 2 documents for vendor 2222 are displayed.

Status	Workfl...	Vendor details	IDoc no.	DocNo	Vendor	FI / MM	Doc. date
■		C.E.B. BERLIN, Berlin&bonn 100	582750	183422	1000	FI	15.09.2006
■		C.E.B. BERLIN, Berlin&bonn 100	582749	183421	1000	FI	15.09.2006
◇		C.E.B. BERLIN, Berlin&bonn 100	582748	183420	1000	FI	15.09.2006
■		C.E.B. BERLIN, Berlin&bonn 100	582747	183419	1000	FI	15.09.2006
▽	🔔	Jürgen Ritter, Mömlingen	582746	183418	2500	MM	25.03.2004
■		C.E.B. BERLIN, Berlin&bonn 100	582745	183413	1000	FI	15.09.2006
▽	✉	C.E.B. BERLIN, Berlin&bonn 100	581765	181028	1000	FI	15.09.2006
▽	🔔	Dörr GmbH, Frankfurt	581764	181027	2222	FI	15.09.2006
▽	✉	C.E.B. BERLIN, Berlin&bonn 100	581763	181026	1000	FI	15.09.2006
Max. hits 10		Dörr GmbH, Frankfurt	581762	181025	2222	FI	15.09.2006
▽	🔔	Dörr GmbH, Frankfurt	581761	181024	2222	FI	15.09.2006
▽	✉	Dörr GmbH, Frankfurt	581760	181023	2222	FI	15.09.2006
▽	✉	Dörr GmbH, Frankfurt	581759	181022	2222	FI	15.09.2006
⏱	✔	C.E.B. BERLIN, Berlin&bonn 100	581758	181021	1000	FI	15.09.2006
Max. hits 15		Dörr GmbH, Frankfurt	581757	181020	2222	FI	15.09.2006
▽	🔔	Dörr GmbH, Frankfurt	581756	181019	2222	FI	15.09.2006
▽	🔔	C.E.B. BERLIN, Berlin&bonn 100	581755	181018	1000	FI	15.09.2006
■	✖	Dörr GmbH, Frankfurt	581754	181017	2222	FI	15.09.2006
▽	🔔	C.E.B. BERLIN, Berlin&bonn 100	581753	181016	1000	FI	15.09.2006
Max. hits 20		Dörr GmbH, Frankfurt	581752	181015	2222	FI	15.09.2006
▽	🔔	C.E.B. BERLIN, Berlin&bonn 100	581751	181014	1000	FI	15.09.2006
■		C.E.B. BERLIN, Berlin&bonn 100	581750	181013	1000	FI	15.09.2006

Follow-up flag

The system first selects all documents with the entered follow-up flag(s). This result list is then limited to the maximum number of hits, based on the transferral date (latest at the top of the list). Finally, the result list is filtered in accordance with other entered criteria (for example, vendor number or company code). Because of the way the selection is made on the database, the result list will often show less documents than specified in the **Max. number of hits** field.

Follow-up flag selection > Maximum number of hits > Filter on other criteria.

Document status in combination with Workflow status

The system first selects all documents with the selected document status. This result list is then limited to the maximum number of hits based on the transferral date (latest at the top of the list). Finally, the result list is filtered in accordance with the selected workflow status.

Document status selection > Maximum number of hits > Workflow status filter.

Note: This does not apply to the document statuses Unposted / In workflow and Posted / In workflow.

Example:

The database contains 15 documents with the document status **Rejected**. One of these has the workflow status **Released** ✔. You have selected the following criteria:

Maximum number of hits: 15
Document status: Rejected
Workflow status: Released

One document (18402) will be displayed in the results list.

However, if you set the maximum number of hits to 10, no documents will be displayed, because the **Released** document is not one of the first 10 with the document status **Rejected**.

Date	Time	Status	Workflow	Vendor details	Follow-up	Document no.	FI / MM	Doc..Date	Vendor
12.11.2012	14:56:50	⊖				21008	FI		
	14:56:48	⊖				21007	FI		
	14:56:43	⊖				21006	FI		
21.08.2012	15:24:58	⊖	↺	C.E.B. BERLIN, Berlin		19804	FI	21.08.2012	1000
03.07.2012	09:05:46	⊖		C.E.B. BERLIN, Berlin		19220	FI	03.07.2012	1000
	09:05:40	⊖	↺	C.E.B. BERLIN, Berlin		19219	FI	03.07.2012	1000
	09:05:38	⊖	ℹ	C.E.B. BERLIN, Berlin		19218	FI	03.07.2012	1000
02.07.2012	11:53:45	⊖	ℹ	C.E.B. BERLIN, Berlin		19212	FI	02.07.2012	1000
27.06.2012	16:14:08	⊖		C.E.B. BERLIN, Berlin		19125	FI	27.06.2012	1000
	16:14:05	⊖		C.E.B. BERLIN, Berlin		19122	FI	27.06.2012	1000
26.04.2012	14:41:14	⊖	✔			18402	FI		
23.03.2012	10:06:34	⊖			ℹ	1000000000001	FI		
31.01.2012	12:48:41	⊖		C.E.B. BERLIN, Berlin		17020	FI	31.01.2012	1000
	12:48:03	⊖		ReadSoft Ebydos AG, Frankfurt am Main		17019	FI	31.01.2012	1060
19.12.2011	13:43:26	⊖				16602	FI		

If you selected the workflow status **Retracted** ↺ instead of **Released**, two documents would be displayed, because two retracted documents are among the first 10 documents with the status **Rejected**.

Overdue workflow only

This criterium cannot be used in combination with other document status or workflow status criteria.

Technical limiters workflow

If you select one of these workflow criteria, the system first selects all documents to which the entered criteria apply, then limits the selection to the entered maximum number of hits, based on the transferral date (latest at the top of the list), and finally uses other criteria to filter the list.

Workflow criteria selection > Maximum number of hits > Filter on other criteria.

Example:

The database contains 22 documents in the workflow QW0DH. Five of these are MM invoices, and 17 are FI invoices.

You have selected the following criteria:

Maximum number of hits:20
Type: MM invoices
Workflow ID: QW0DH

All five MM invoices are displayed, because they are among the first 20 documents in the workflow QW0DH.

If you set the **Type** flag to FI invoices instead of MM, only 15 of the 17 FI invoices will be displayed in the results list, because only 15 FI invoices are among the first 20 documents that are in the workflow QW0DH.

Status	Workfl...	Vendor details	ID	DocNo	FI / MM	Doc. date
🗑	🔔	Jürgen Ritter, Mömlingen	QW0DH	156628	FI	15.08.2010
🔴	✔	Jürgen Ritter, Mömlingen	QW0DH	156625	FI	15.08.2010
🗑	🔔	Chemische Werke Halle, Halle	QW0DH	156613	MM	24.08.2010
🔴	✔	Chemische Werke Halle, Halle	QW0DH	156611	MM	24.08.2010
🟩	🖅	Jones Lang LaSalle GmbH, Frankfurt am Main	QW0DH	139935	MM	17.04.2007
🟩	🖅	Jones Lang LaSalle GmbH, Frankfurt am Main	QW0DH	139934	FI	17.04.2007
🟩	🖅	Jones Lang LaSalle GmbH, Frankfurt am Main	QW0DH	139933	MM	17.04.2007
🟩	🖅	Jones Lang LaSalle GmbH, Frankfurt am Main	QW0DH	139929	FI	17.04.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139840	FI	02.10.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139839	FI	02.10.2007
🔴	🖅	Chemische Werke Halle, Halle	QW0DH	139838	FI	02.10.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139837	FI	02.10.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139836	FI	02.07.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139835	FI	02.10.2007
🔴	🖅	Chemische Werke Halle, Halle	QW0DH	139827	FI	01.10.2007
🔴	🖅	Chemische Werke Halle, Halle	QW0DH	139826	FI	01.10.2007
🔴	🖅	Chemische Werke Halle, Halle	QW0DH	139819	FI	27.09.2007
🔴	✖	Jürgen Ritter, Mömlingen	QW0DH	139742	FI	27.01.2004
🔴	✔	Jones Lang LaSalle GmbH, Frankfurt am Main	QW0DH	139743	FI	01.10.2007
🔴	✖	Jones Ltd., W1 Londond	QW0DH	139740	MM	01.10.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139710	FI	14.09.2007
🔴	🖅	Dragan 666, Wroclaw	QW0DH	139709	FI	14.09.2007

Document list
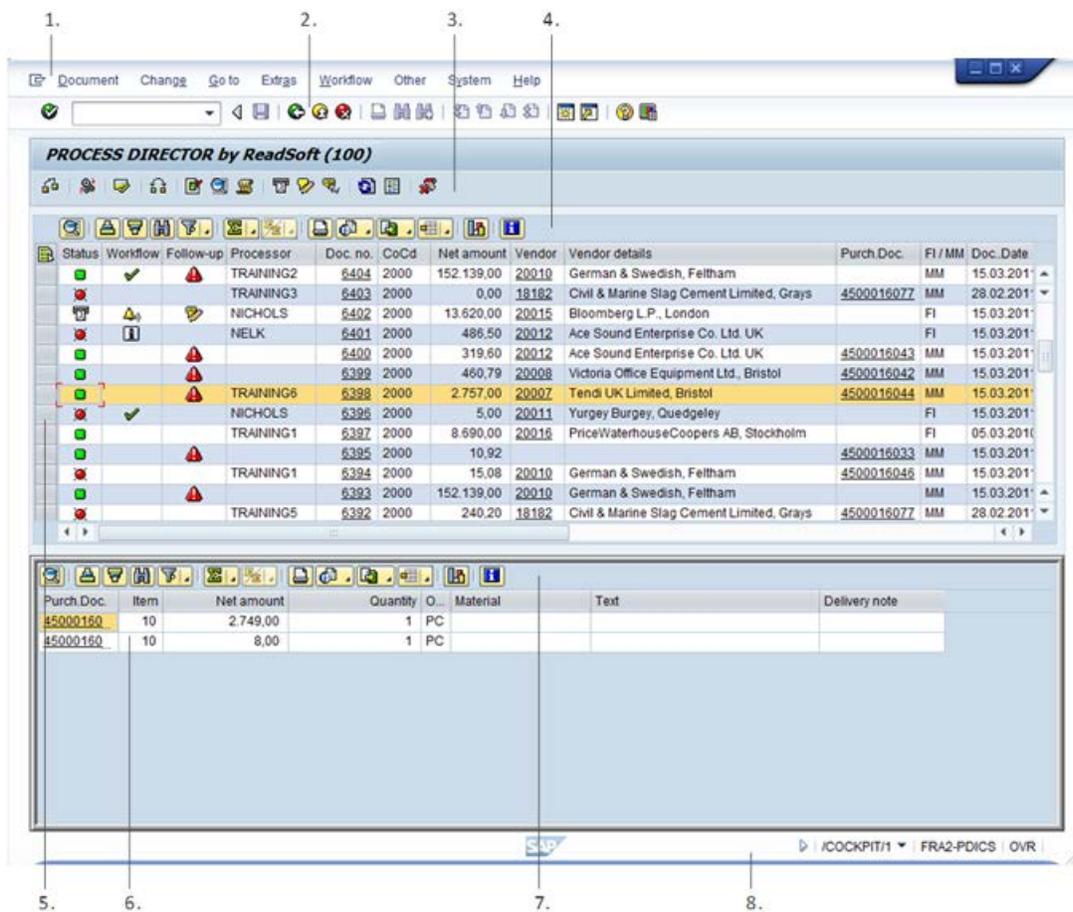
1. PROCESS DIRECTOR menu toolbar.

2. SAP system toolbar.

3. PROCESS DIRECTOR toolbar

4. SAP list toolbar (header data).

5. PROCESS DIRECTOR document list.

6. Line items (MM documents) or accounting lines (FI documents).

7. SAP list toolbar (item data).

8. Status bar.

Document detail
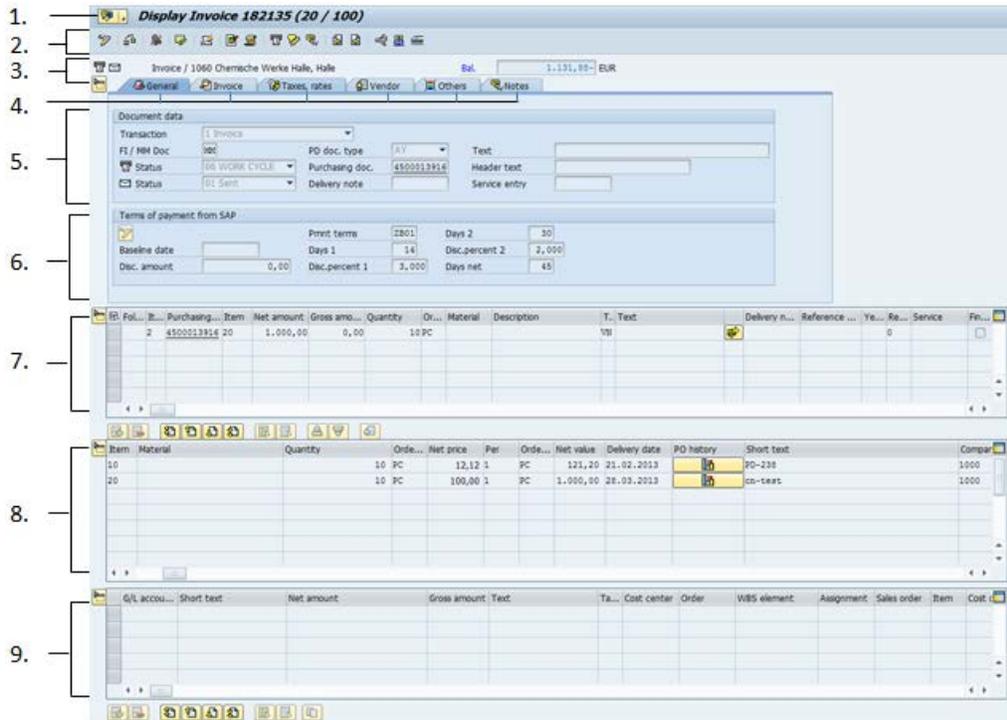
1. SAP Services for object menu

2. PROCESS DIRECTOR toolbar

3. Document status | Invoice/Credit note indicator | Vendor | Document balance

4. Multiple tabs for the header data

    Tip: You can use the F5 key to switch between the tabs.

5. Header data

6. Payment terms

7. Line items

8. Purchase order lines

9. Account assignment data (for FI items)

Document statuses

Icon	Status	Description
◇	**Unposted/error-free**	The document does not contain any errors that prevent it from being posted.
⬤	**Errors**	The document contains errors that prevent it from being posted.
▪	**Posted**	The document has been posted. **Note:** Posted documents cannot be changed.
△	**Parked**	The document has been parked. Parked documents cannot be edited in PROCESS DIRECTOR, only in standard SAP.
🛑	**Rejected**	The document has been rejected. Rejected documents have not been posted and can no longer be changed.
▨	**Unposted/In workflow**	The document has not been posted and is currently in a workflow.
◪	**Posted/In workflow**	The document has been posted and is currently in a workflow.
◪	**Completed collective invoice**	A collective invoice which as been completed. A collective invoice is an invoice that lists one or more individual invoices. Its status changes to **Completed** once all containing invoices have been posted.
▨	**Incompleted collective invoice**	A collective invoice that contains one or more invoices which have not been posted.

Icon	Status	Description
	Fast entry	A Fast entry document—an invoice image imported along with a minimal amount of header information.
	Transferred to PD	(Only in systems in which PROCESS DIRECTOR is used together with other process types). Indicates that the document has been "moved" to a different type of PROCESS DIRECTOR document (such as a Financial Posting). Documents with this status cannot be edited, reversed or posted.

Workflow statuses

Icon	Status	Description
	Sent	The document has been sent to a workflow but the recipient(s) has not yet opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the **Sent** status is displayed when the recipient of the second step has not yet opened the document.
	In workflow	The document is currently in a workflow and the recipient(s) has opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the **In workflow** status is displayed when the recipient of the second step has also opened the document.
	Released	The document has been approved and is no longer in a workflow.
	Rejected	The document has been rejected and is no longer in a workflow.

Icon	Status	Description
	Partially approved	Some invoice items have been approved, others have been rejected.
	Retracted	The document has been recalled from a workflow. The workflow has been cancelled.
	Note requested	The document is in a workflow and a note must be attached to the document (but has not yet).
	Notated	The document is in a workflow and a note has been attached to the document.
	Overdue workflow	The workflow or workflow step is overdue.

Viewing invoice information

In addition to the header and line-item fields in a document, PROCESS DIRECTOR also displays other information, including data from SAP (such as the vendor data). This allows you to view this information quickly from PROCESS DIRECTOR, and then go back to the document by pressing F3, without having to open a new window and enter transaction codes.

You can view:

- Invoice images

- Purchase orders

- Purchase order history

- Vendor details

- SAP documents

Invoice image

Extras > **Display image**

SHIFT + F1

Click the ⏳ button.

The invoice image is the one that was scanned and imported to PROCESS DIRECTOR.

You can change where the invoice is displayed in the User settings.

Purchase orders

Go to > **Display purchase order**

SHIFT + F8

1. In the document detail view, click the **General** tab.

2. Click the PO data 🗀 icon to view the line item information from the purchase order.

   The data is gotten from SAP and cannot be changed in PROCESS DIRECTOR.

3. Navigate to **Go to** > **Display purchase order**.

   You jump to ME23N, where you can view the full purchase order record.

Purchase order history

You can view the purchase order history from within PROCESS DIRECTOR, without needing to jump to ME23N.

1. In the document detail view, click the **General** tab.

2. Click the PO data 🗀 icon to view the line item information from the purchase order.

   The data is gotten from SAP and cannot be changed in PROCESS DIRECTOR.

3. Click the 📊 button for the item.

   The purchase order history for that item is displayed in a popup window.

Vendor details

Go to > **Display vendor**

SHIFT + F7

1. In the document detail view, click the **Vendor** tab.

   Some basic vendor information is displayed. The data is gotten from SAP and cannot be changed in PROCESS DIRECTOR.

2. Click the **Show vendor** button

   You jump to FK03, where you can view the full vendor master record.

SAP documents

Go to > **Show SAP document**

SHIFT + F2

In the document detail view, click the **Invoice** tab and double-click the number in **Document number**. You jump to the corresponding transaction in SAP for viewing that document.

When a document is posted, an SAP document is created and the number added to the PROCESS DIRECTOR **Document number** field.

User settings

Extras > **User settings**

Setting	Description
Show all messages immediately in log	Displays individual messages when viewing log messages for a document. This allows you to access the required detailed information more quickly.
Jump to next doc. automatically when processing complete	After a document has been posted in the detail view the next document to be edited is displayed immediately. This speeds up the processing of multiple documents as it allows you to bypass the overview list.

Setting	Description
Exit detail screen when processing complete	After you have successfully processed a document in the detail view, the detail view closes and you return to the document list. If any messages are shown after you have processed the document, you return to the document list after you have closed the message log. The **Exit detail screen when processing complete** and **Overview list without items** settings cannot be set at the same time.
If possible, always enter detailed view in change mode	Displays documents in change/edit mode when opened. If a document is currently assigned to someone else, you will be asked if you want to take over processing. You must do so in order to be able to edit the document.
Overview list without items	Displays the document list without line items.
Attachments control	This option enables you to specify which attachments are selected by default when sending a message. **A Select all files** - all attachments are selected. Deselect those you do not want to send. **I Attach only invoice image** - only the invoice image is selected. **N Select no attachments** - no attachments are selected. **Exclude workflow logs and previous messages** - all attachments except workflow logs and previously sent messages are selected. **Note**: These are only general settings, and which attachments are actually selected by default also depends on the configuration of the messages and attachments, as well as on the archiving doc type.
Auto. screen display when jumping to transactions	Displays the document image in a new window when jumping to SAP transactions from PROCESS DIRECTOR.
Immediately display image if in the detail screen	Displays the document image when viewing documents.

Setting	Description
Dock control	The position of the image when displayed. **0 No docking** **1 Dock left** **2 Dock right** **Note**: Image docking is not supported on ITS/WEBGUI.
Do not display balance and status information	Hides documents balance amounts and statuses.
Status line	Determines which information is displayed in the status line at the top of the document. This example shows the result of selecting option **3 Invoice/credit memo + PD document type + vendor**.
Create several lines at once in detail screen	When you click the **Insert line** button to add new items to a document, several lines are added at once rather than just one line. You should activate this setting only if you require several lines very frequently and it would take too long to insert the lines individually.
Present IDoc as XML	Only available if EDI COCKPIT is installed. Displays IDocs in XML format.
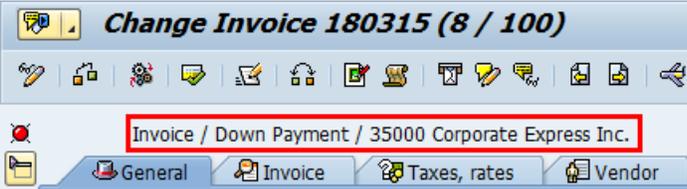
Editing documents

This chapters explains the most common editing tasks, including:

- The basics of opening a document for editing, saving documents and assigning documents to users

- How to locate errors

- Proposing line items from the purchase order

- Changing account assignments

- Calculating taxes

- Changing the payment terms

- Switching invoices to FI or MM

- Classifying documents using PROCESS DIRECTOR document types

- Attaching files

Note: When a document is in a workflow, it cannot be edited in PROCESS DIRECTOR, only by workflow processors in the WORK CYCLE workflow application.

Locating errors

Finding document errors

Document > Check

S<small>HIFT</small> + F11

Click the button.

The **Check** command examines what errors a document contains and if the document can be posted.

Note: Some errors prevent a document from being posted, others not.

There are two kinds of checks that are performed:

- Standard SAP checks

- Additional PROCESS DIRECTOR checks which may be configured in your system.

  Note: Different checks may be performed for different types of documents, depending on your system's configuration.

If the document is free of errors, the status of the document changes to ◇ (**No errors**).

Message logs

Extras > Display messages

SHIFT + F6

Click the 🖳 button.

Every action and change performed on a document is recorded. These are saved in message logs. The logs also include the results of **Check** actions, that is, what errors appeared when the Check was performed.

Note: Message logs may not tell you what current errors exist in a document. For this, perform a **Check**.

Note: If a value in a document is changed, the message logs tell you that something was changed, but not what. So see this information, view the document versions.

Document versions

Extras > Display versions

Extras > Compare versions

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

Common actions

The basics

Change mode

Document > **Display/Change**

CTRL + F1

Click the 🖉 button.

To edit a document, you must first go into Change mode, like in SAP standard. You are then assigned as the processor for the document. If someone else is already a processor, PROCESS DIRECTOR asks if you want to take over processing, and you can either decline or accept.

You can enter Change mode automatically when you open documents. Go to the **User settings** and enable **If possible, always enter detailed view in change mode**.

Saving documents

CTRL + S

Click the 🖫 button.

The first thing to know about saving documents is that clicking the **Save** button does not post the document, unlike in SAP standard. It merely saves the current state of a document.

The ability to **Park** documents may be disabled in your system because parking documents is usually done when you are not ready to post a document, but wish to save the document's current state.

Assigning users to documents

Change > **Assign user**

CTRL + F11

You can assign other users (as well as yourself) to documents. This does not prevent anyone else from editing the document, you are simply the designated processor. Note that documents don't have to be assigned to you in order for you to process them.

If someone attempts to change a document that is assigned to someone else, a warning message appears. PROCESS DIRECTOR asks if the user wants to take over processing, and they can either decline or accept.

Note: Whenever you change a document, it is assigned to you automatically.

Changing account assignments

MM documents

MM documents may have PO items (shown in the **Item data** section) and non-PO items (shown in the **Account assignment data** section).

PO items

- To change account assignments for PO items, click the ![icon] (Account assignment) button.

- To view the planned account assignments from the purchase order, click the ![icon] (Planned account assignment) button.

Note: Changing the account assignments may not always be possible, depending on the restrictions set in the purchase order.

Editing accounts assignments for MM items. Costs for a single item can be split among different cost centers.

Non-PO items

Non-PO items in MM documents can be changed in the **Account assignment data** section.

FI documents

Items in FI documents can be changed in the **Account assignment data** section.

Calculating taxes

PROCESS DIRECTOR has a **Calculate taxes** setting, which functions exactly the same way as in SAP. It is located on the **Taxes, rates** tab.
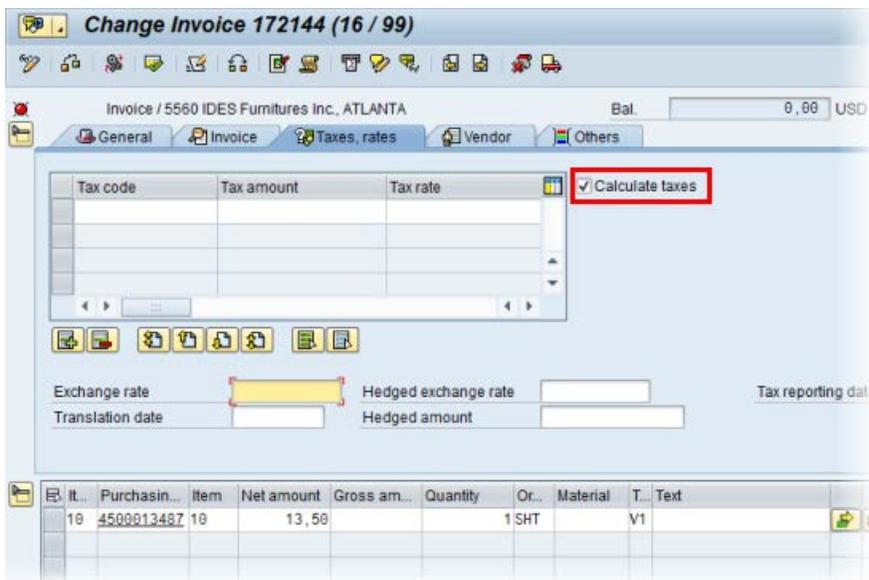
The example document above has no balance, even though there is no tax information entered in the header. However, the line item contains the **Net amount** and the **Tax code** (V1). As the **Calculate taxes** setting is active, PROCESS DIRECTOR calculates the total taxes from the line item(s) automatically.

Method for calculating taxes

The method used for calculating taxes depends on the posting method setup in the PROCESS DIRECTOR configuration. The following rules apply:

Perform method*	Tax calculation method
All transactions beginning with FB (For example, FB01, FB60)	Tax is calculated for each item.

Perform method*	Tax calculation method
All non-FBxx transactions (For example, MIRO)	Tax is calculated for the invoice net amount.

 * The Perform method also determines the way in which documents are posted.

Example

In some cases, a small balance may occur when taxes are calculated on the item level, as shown below.

Invoice header:

```
Net amount      Tax rate        Tax amount
7583            19.6%           1486.27 (rounded from 1486.268)
```

Invoice items:

```
Item    Net     Tax rate        Tax amount
10      2020    19.6%           395.92
20      1098    19.6%           215.208
30      809     19.6%           158.564
40      2109    19.6%           413.36
50      1547    19.6%           303.21
Total   7583                    1486.26 (rounded from 1486.262)
```

Here, a balance on 0.01 would exist due to rounding differences if the **Calculate taxes** flag is set and the Perform method is set to an FBXX transaction.

Changing the payment terms

The payment terms on an invoice are usually retrieved from the vendor master data in SAP. They are displayed on the **General** tab in the PROCESS DIRECTOR document detail view.

To change the payment terms:

1. Open a document and go to Change mode.

2. Click the Display/Change button in the **Payment terms from SAP** section (**General** tab).

3. Enter the payment terms.

   Click the button to display the payment terms from the vendor's master data.

Switching invoices to FI or MM

Change > **Transfer FI<->MM**

SHIFT + F5

Click the 🔓 button.

Sometimes a document may be incorrectly classified as FI, when it is an MM document, and vice versa. You can convert documents between FI and MM using this function. As MM documents must always have a corresponding PO, changing an FI document to an MM requires that you enter the PO or Delivery Note number.

Line item proposal and determination

PO item determination and PO item proposal are two different methods to add line items to invoices inside PROCESS DIRECTOR. Both actions can occur:

- During the transfer of an invoice into PROCESS DIRECTOR.

- By the user, manually.

What happens when invoices are transferred?

- If line-item data is transferred, **PO item determination** occurs.

- If line-item data is not transferred, **PO line item proposal** occurs.
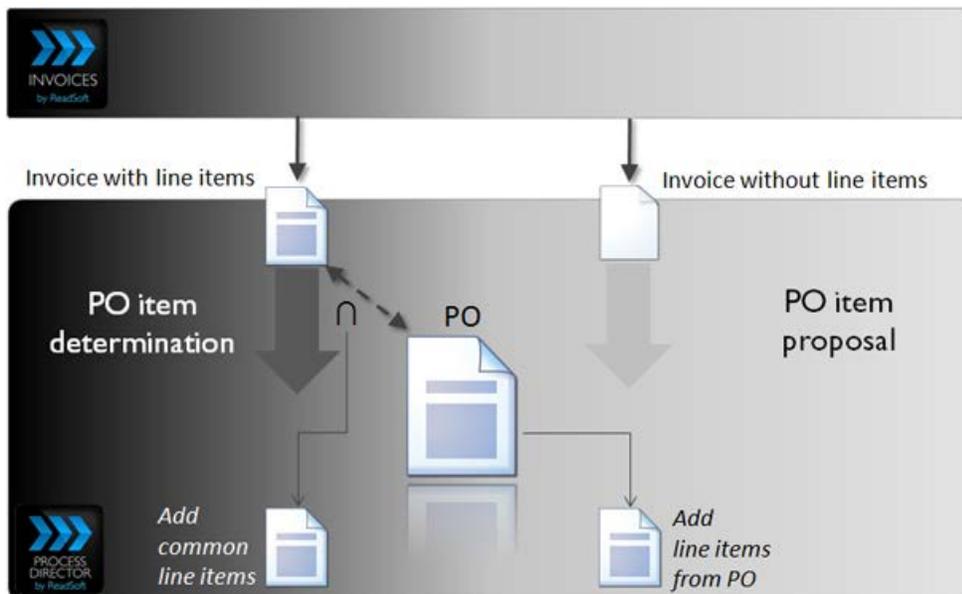
PO item determination

PO item determination compares the line-item data from the captured invoice to the purchase order. If the match is considered good enough, the information is entered into the PROCESS DIRECTOR document.

PO item proposal

Line-item data from the purchase order is added to the PROCESS DIRECTOR document.

Line item proposals

PROCESS DIRECTOR can add, or "propose," line-item data from purchase order and/or delivery notes to PROCESS DIRECTOR documents. This feature reduces the amount of manual data entry needed for completing invoices before they can be posted.

There are two ways line-item data can be added to PROCESS DIRECTOR documents:

- For invoices where line-item data is not transferred to PROCESS DIRECTOR (either because the invoice contains no line items, or because it does, but this data was not transferred): PROCESS DIRECTOR adds line-item data during the transfer of invoices.

- You can add line-item data manually by clicking the (**Propose doc. item from PO**) button in the document detail view. Any existing line-item data is deleted.
  Depending on your system's configuration, a pop-up window may be displayed, where you can enter multiple purchase order and delivery note numbers.

PROCESS DIRECTOR uses the purchase order and/or the delivery note number(s) to retrieve line-item data from these documents and add them to the invoice. If the invoice contains both, the delivery note number takes precedence.

What line-item data is added to the invoice is also determined by the proposal method configured in your system.

Line item proposals – Entering POs and delivery notes

When proposing line items, a pop-up window may be displayed (depending on your system's configuration). In this window you can enter multiple purchase order and delivery note numbers. Items are proposed from the document(s) you specify.

Depending on your system settings, you may also be able to filter planned delivery cost items by entering the corresponding condition types. Click the **Add to favorites** button to save entered conditions. You can then select them from the selection list instead of manually entering them.
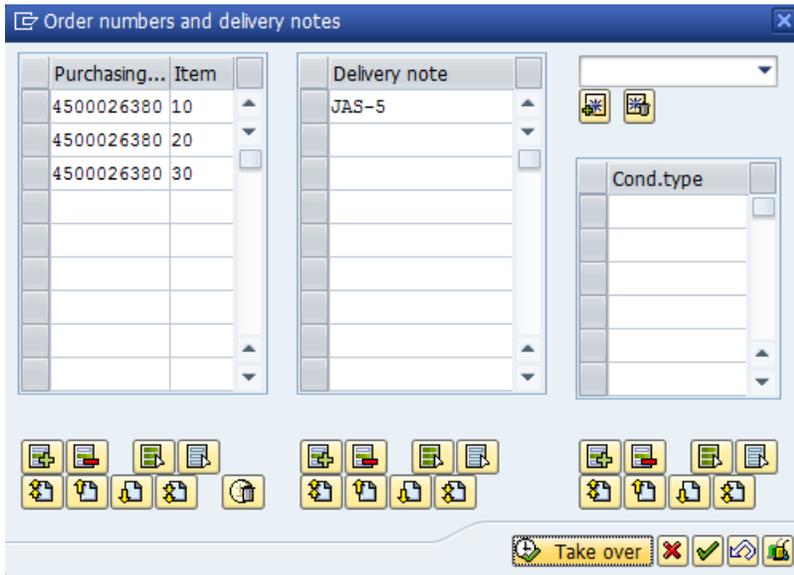
Icon	Description
⊕	Proposes line items using the specified purchase order and delivery note number(s).
✖	Cancels the operation and closes the window.
🖫	Saves the entered purchase order and delivery note number(s), which can be recalled later (see below).
◿	Recalls the PO and delivery note number(s) transferred into PROCESS DIRECTOR. Only document numbers contained in the line items are inserted. Any numbers in the header data are excluded.
🖆	Recalls the last saved PO and delivery note number(s) (see above), or the document numbers from the last item proposal.

Rules when proposing line items

- Only line items included in the entered documents are proposed.

  Example: If the invoice contains two delivery notes but you only enter one, only items from that delivery note are proposed.

>   **Note**: You must enter at least one PO or delivery note number in order to propose line items.

- If you only enter purchase order numbers, only items with reference to a delivery note are proposed. That is, only received items are proposed. (Assuming that **GR-based IV** is active for the item in the PO and that PROCESS DIRECTOR has been configured to propose only billable items.)

Line item proposals – Entering POs and delivery notes

When proposing line items, a pop-up window may be displayed (depending on your system's configuration). In this window you can enter multiple purchase order and delivery note numbers. Items are proposed from the document(s) you specify.

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Icon	Description
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Rules when proposing line items

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- If you only enter purchase order numbers, only items with reference to a delivery note are proposed. That is, only received items are proposed. (Assuming that **GR-based IV** is active for the item in the PO and that PROCESS DIRECTOR has been configured to propose only billable items.)

Matching items between the invoice and PO

PROCESS DIRECTOR matches line items from the invoice to the corresponding purchase order(s) automatically when documents containing line items are transferred into PROCESS DIRECTOR. PROCESS DIRECTOR can do this even if the order of the line items on the invoice differs from that on the purchase order.

You can also match items between the invoice and PO manually, for example, when you add a line item to the invoice. PROCESS DIRECTOR then attempts to fill in the remaining fields of the line item using the details from the purchase order.

To do so: Go to **Change** > **PO items determination**.

Note: Matching items can only be performed for MM documents.

Adding line items from the PO

You can use the drag and drop function to assign PO line items to existing invoice lines or to create new invoice lines.

To add line items from the PO:

1. Open a document and go to Change mode.

2. Choose **Change > Assign line items** or click the **Assign line items** button below the item data.

   The **Change Invoice** window is displayed.

   Note: If PROCESS DIRECTOR Accounts Payable manages to assign all the PO items to the invoice items, the **Display logs** window is displayed first. You can then click the **Continue** button to display the **Change Invoice** window and continue working on item assignment.

3. Drag a PO item over an invoice item to replace it. You can also drag a PO item below the existing invoice items to create a new invoice item.
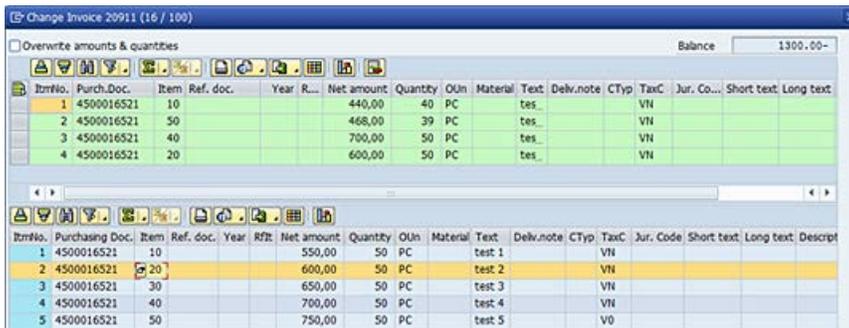
4. If you also want to change the amount and quantity when you drag a PO item over an invoice item, select the **Overwrite amounts & quantities** check box.

5. Click the **Transfer** button to close the **Change Invoice** window and transfer the changed data to the line items in the MM document.

PROCESS DIRECTOR document types

Your system may classify documents according to different PROCESS DIRECTOR (PD) document types. These are unrelated to SAP document types and allow different documents to be processed in different ways, including the workflows they can be sent to.

PD document types may be assigned automatically. You can also assign and change the **PD document type** on the **General** tab in document detail view.
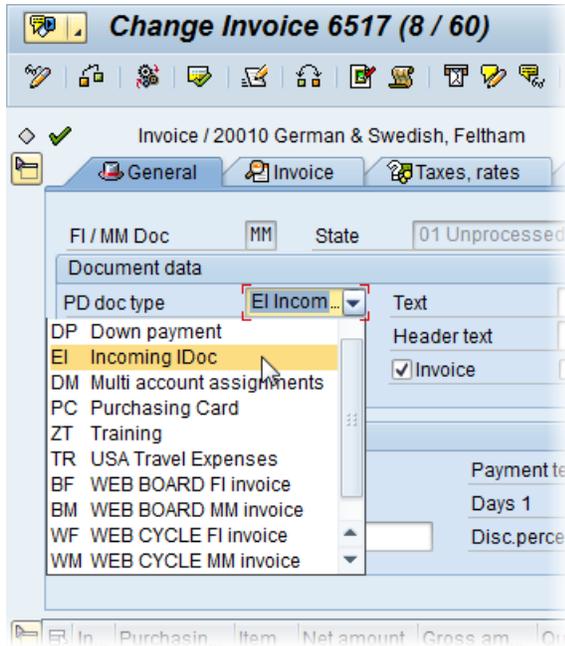
Attaching files to documents

You can attach files to PROCESS DIRECTOR documents, which can then be displayed at a later time. The files will also be available as attachments to posted SAP documents.

Note: Your system must be configured to support file uploads.

Attaching files

1. Open a document (posted or unposted).

2. Go to **Services for object > Create > Store business document.**

   Do not select **Create attachment** as these attachments will only be visible in PROCESS DIRECTOR and not when viewing the corresponding SAP document.

   Note: If you select **Create attachment**, the attachments will not be visible in the Web Application either.
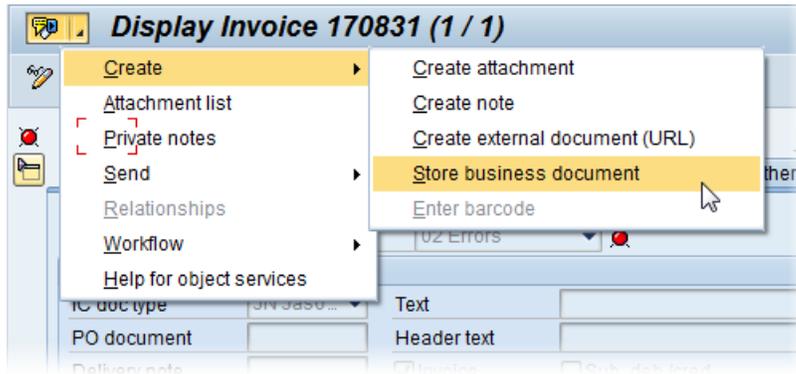
3. Select the type of file you want to upload.

4. Select the file.

Viewing files

1. Open a document (posted or unposted).

2. Go to **Services for object > Attachment list**.

3. Select the file you want to open.

Assigning line item approvers

If required, you can assign different users to the individual line items in a document before sending it to a workflow.

Assigning different approvers

1. Open the document that you want to send to a workflow.

2. In the **Item data** section, enter the approver names for the different line items in the **Next proc** field. The **Next proc type** field will then be automatically filled in.
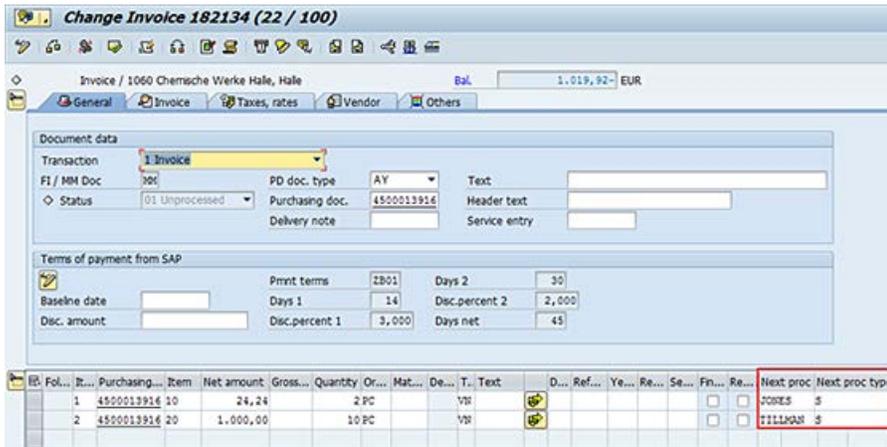
3. Start the workflow. The assigned users will be automatically entered in the **Start workflow in WORK CYCLE** popup.
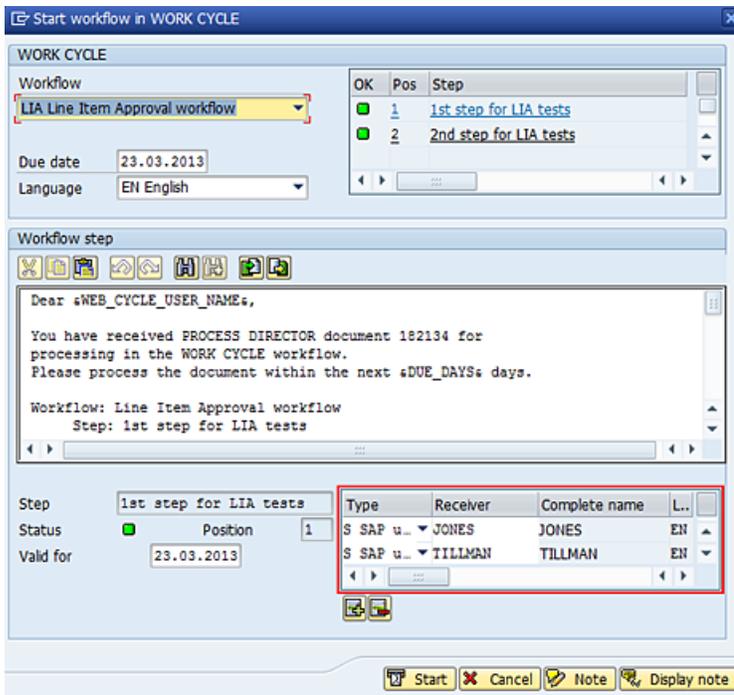
The assigned users will be able to view only their respective line items.

Rejecting documents

Document > **Reject**

Sometimes, you may want to reject a document. Rejected documents have the status **Rejected** 🛑.

Depending on the configuration, a popup may be displayed that asks you to specify the reason for rejecting the document
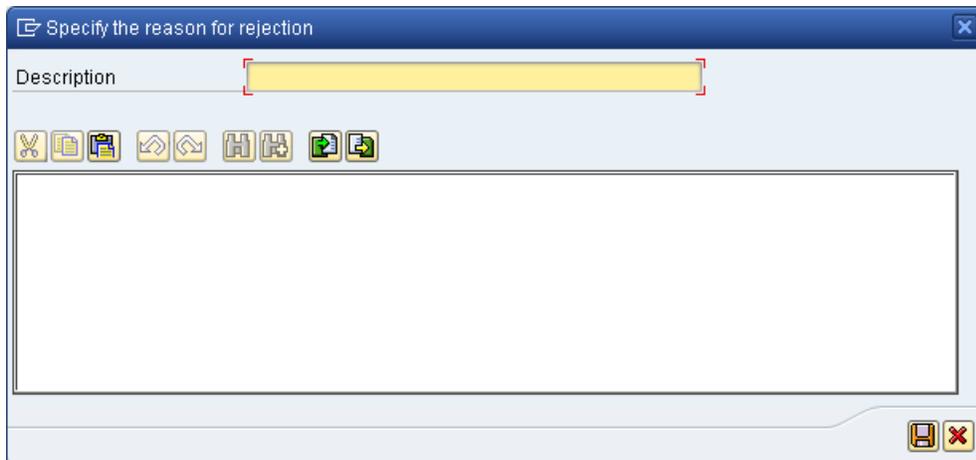
Note: You can also reject multiple documents together. If a mandatory reason is required, the entered reason is assigned to all the documents.

Follow-up flags

Follow-up flags are a visual indicator for users to pay particular attention to documents and sometimes to perform specific actions as well. There are two kinds of follow-up flags:

- [Automatic]

   Payment flags help identify invoices whose due date for payment is approaching, as well as overdue invoices.

- [Manual]

   Your system may be configured with other flags that you can set manually to documents.

Follow-up flags set automatically

PROCESS DIRECTOR contains the following follow-up flags that are set automatically according to specific conditions:

ID	Icon	Description
AT		A new attachment has been created in PROCESS DIRECTOR.
BA		A new attachment has been created in WEB BOARD*.
BN		A new note has been created in WEB BOARD*.
CA		A new attachment has been created in WORK CYCLE*. **Note**: This flag is only set when attachments are added using the Web Application. It is not set when using /COCKPIT/WC.
CN		A new note has been created in WORK CYCLE*. **Note**: This flag is set irrespective of whether the note is created in the Web Application or /COCKPIT/WC.
D1		Less than x days to the first due date (Due Days 1). X is set by your system administrator.
D2		Less than x days to the second due date (Due Days 2). X is set by your system administrator.
DD		Less than x days to the net due date. X is set by your system administrator.
DO		Payment is overdue.
IA		A price or quantity check has failed.

ID	Icon	Description
IG		A Goods Receipt is missing.
IP		There is a price difference.
IQ		There is a quantity difference.
MS		A message has been sent for the document.
PT		Fast payment trigger. The vendor has changed the payment terms for the invoice in WEB BOARD*.
SA		A new attachment has been created in Supplier Portal*.
SN		A new note has been created in Supplier Portal*.

 * Optional products.

Follow-up flags that you can set

Your system may be configured to allow you to manually set your own follow-up flags. To set a follow-up flag for a document yourself:

1. Select/open a document.

2. Go to **Extras** > **Follow-up**.

    The **Follow-up flags** dialog appears. It shows what (if any) flags are currently set for the document.

3. Click **Set new flag**.

    The available follow-up flags are displayed.

4. Select a flag to add it to the document.

5. Close the **Follow-up flags** dialog.

    The document now appears with the new flag.

Note: It is possible to set more than one flag to a document. The **+** symbol in the tooltip (shown when you hover the mouse over the flag) is shown to indicate there is more than one flag.

Communication

Sending messages

Document > **Send message**

You can send emails to vendors from within PROCESS DIRECTOR, without needing to open your email program. Your system administrator may have added some pre-defined texts (templates) that you can use to compose your message. The reply email address will usually be yours—the one that's saved in your SAP user profile.

The vendor's email address is added automatically.

These messages can be sent to anyone by inserting your own recipients.

You can also reject/cancel a document by checking the **Reject document** box.

You can also add attachments to a message. Click the **Attachments** button, select the check boxes for the attachments that you want to add, and then send the message.
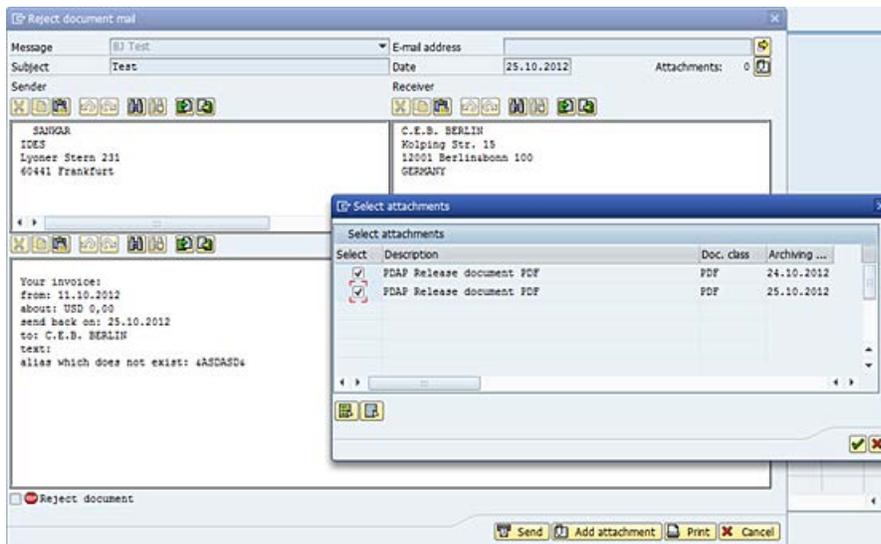
Sending messages for multiple documents

You can send the same message for multiple documents that have the same or no vendor. A follow-up flag indicates that a message has been sent for the selected documents.

Creating notes

Workflow > **Create note**

CTRL + F6

Click the 📝 button.

Workflow > **Display note**

CTRL + F7

Click the 🗨 button.

Notes are a way to communicate between you and other processors of documents.

Notes are attached to documents and can be viewed by other PROCESS DIRECTOR processors. If you have WORK CYCLE installed as well, you can create WORK CYCLE notes that non-SAP users can also view (PROCESS DIRECTOR notes cannot be viewed in WORK CYCLE).

Fast entry

Fast Entry is a feature that allows document images to be transferred to PROCESS DIRECTOR without (or with very little) document data. It is then up to you to enter the document data into PROCESS DIRECTOR, using the scanned image. You then convert the Fast Entry document to a regular PROCESS DIRECTOR document.

Note: You can also directly create a new Fast Entry document.
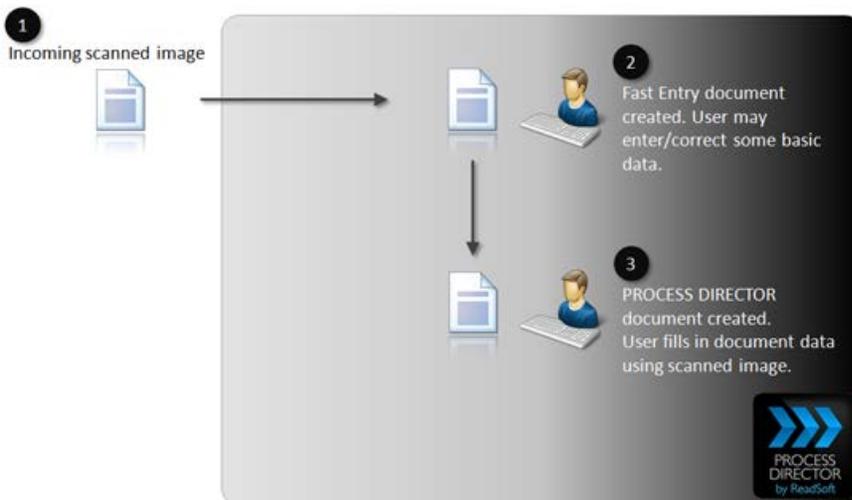
A Fast Entry document must be converted to a regular PROCESS DIRECTOR document before it can be posted.

Processing Fast Entry documents

1. Go to /COCKPIT/3, fill in the required selection fields and click the **Execute** button.

2. Open a Fast Entry document or create a new one.

3. Enter the required data.

   Note: For an existing Fast Entry document, you can use the scanned image to enter the required data. If you create a new Fast Entry document, you can use the **Upload attachment** button to upload an image.
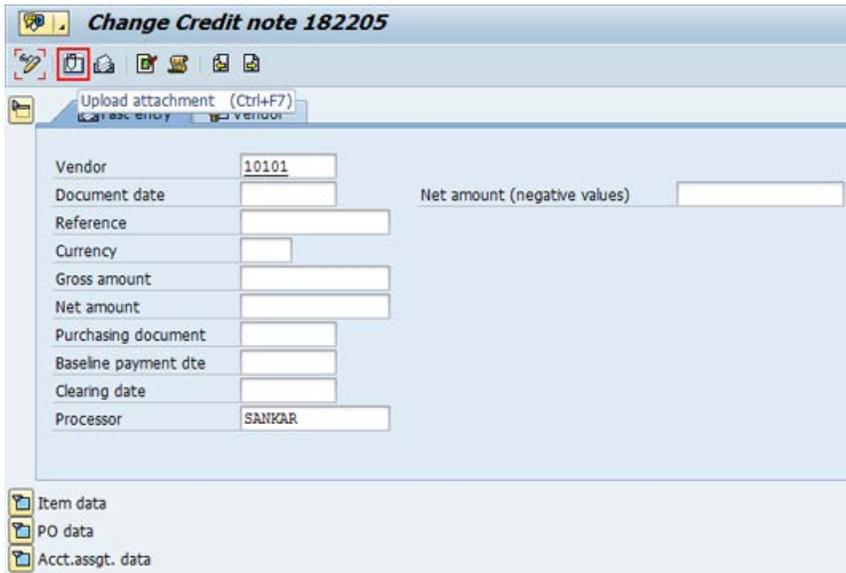
4. You can then use the **Display image** button to view the attachment.

At this point, only a Fast Entry document exists in the system. This means that you cannot post it or send it to a workflow. You must first convert it to a PROCESS DIRECTOR document.

However, you can:

- View the document image.

- View and create notes.

- Perform some other functions.

5. Convert the document to a PROCESS DIRECTOR document.

Note: The document does not have to be complete or free of errors before converting it to a PROCESS DIRECTOR document.

6. Click the **Transfer** button.
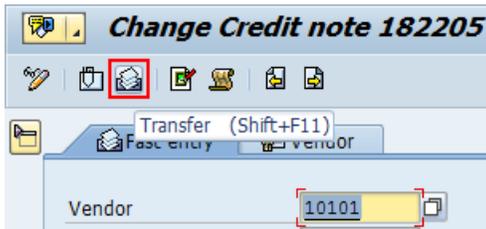
7. A PROCESS DIRECTOR document is created and you can process it like any other PROCESS DIRECTOR document.
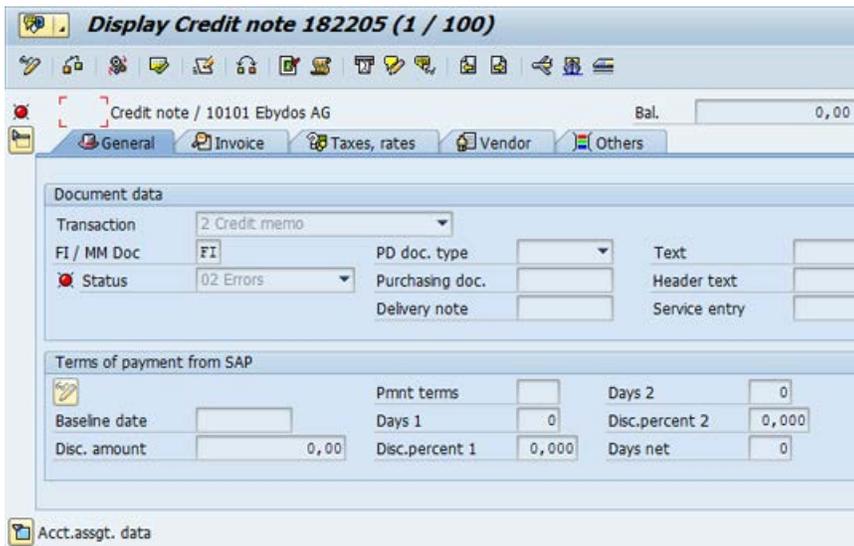
Posting documents

This chapter looks at the different methods for posting documents:

- [Posting](#) (via PROCESS DIRECTOR)

- [Performing](#) (posting via SAP [MIRO, FB60, etc.])

- [Parking](#)

- [Reversing](#)

- [Importing documents](#)

- [Finishing documents](#) (when a posted SAP document exists)

- [Fast Entry documents](#) (incoming images only)

- [Nota fiscal](#) (Brazil only)

Posting documents

Document > **Post**

SHIFT + F4

Click the 🖫 button.

The easiest way to post a document is to use the above commands. The document is posted in the background, without having to enter a separate SAP transaction. After you post a document:

- A confirmation message is displayed if successful

- The SAP document number is added to the PROCESS DIRECTOR document (**Invoice tab** > **Document number**)

- The document status turns to ◼ (Posted)

When posting documents, PROCESS DIRECTOR performs the standard checks that are executed when you **Check** a document.

Once you post a document, it cannot be changed.

Performing documents

Document > **Perform**

SHIFT + F12

Click the 🐜 button.

The Perform function is another way you can post documents.

Why use this feature?

The main reason why you would Perform a document is that there may be some fields not supported by PROCESS DIRECTOR but are only supported by a particular SAP transaction.

What happens when I Perform a document?

Instead of the document being posted in the background, you are taken to an SAP transaction, the document data is copied across, and you edit and post the document there. The SAP transaction that opens is determined by your system administrator and varies according to the kind of document you perform (some examples are FB01, FB60 and MIRO).

After you successfully post a document in the SAP transaction, you are taken back to PROCESS DIRECTOR and:

- A confirmation message is displayed

- The SAP document number is added to the PROCESS DIRECTOR document (**Invoice tab** > **Document number**)

- The document status turns to ▪ (Posted)

If you cancel the operation in the SAP transaction, you are taken back to PROCESS DIRECTOR.

Once you post a document, it cannot be changed.

Note: SAP Standard BDC (Batch Data Communication) has limitations and for purchase order related invoices, only eight PO numbers can be transferred.

Parking documents

Document > **Park**

SHIFT + F9

Click the 🖉 button.

Note: The Park function may be disabled in your system

Parking a document:

- Creates an SAP document

- Turns the status of the document in PROCESS DIRECTOR turns to ⚠ (Parked).

You may want to park documents that are not ready for posting. Once you park a document, it cannot be changed in PROCESS DIRECTOR—you can only change it in SAP standard.

Reversing documents

To reverse documents:

1. Select or open a document.

2. Go to **Document** > **Reverse**.

    Depending on your system's configuration, the document may be reversed immediately, or a pop-up window (below) may appear.

3. Specify the **Reversal reason**.

    Optional: Enter the **Posting date** and **Period**. If you do not enter values here, the current date and period are used.

    For MM documents and FI documents posted in MIRO, the **Automatic clearance** checkbox also appears. Selecting this option will clear the corresponding FI document (vendor account). If you do not select this option, you must clear the FI document manually using F-44.

4. Press the **Reverse document** button.

    The SAP document number is removed from the PROCESS DIRECTOR document and the document status reverts to unposted/no errors. It is now possible to edit, post and park the document.

The status of documents reversed outside of PROCESS DIRECTOR (by using standard SAP transactions /MR8M and /FB08) are not updated in PROCESS DIRECTOR.

You cannot reverse documents which have already been paid.

Importing documents

Document > **Import SAP document**

S<small>HIFT</small> + C<small>TRL</small> + 0

Importing (SAP) documents is a way to create PROCESS DIRECTOR documents based on a posted documents in SAP.

Some cases where you may want to import documents:

- An invoice was manually posted in SAP without entering PROCESS DIRECTOR.

- An invoice was posted via another method, bypassing PROCESS DIRECTOR.

When you import an SAP document, a PROCESS DIRECTOR document is created and marked as (Posted).

Why use this feature?

You may want to include all your invoices in PROCESS DIRECTOR for auditing and/or statistical purposes.

Warning! Do not import documents containing items assigned to different company codes! If you do, only items corresponding to the company code in the header will be imported. All others will not be imported!

Finishing documents

Document > **Finish**

C<small>TRL</small> + F5

Finishing documents is a way to create posted PROCESS DIRECTOR documents based on a posted documents in SAP.

The Finish function is useful when you have unposted PROCESS DIRECTOR documents but where the invoice has already been posted (an SAP document exists). It is a way to "finish" or complete the PROCESS DIRECTOR without actually posting it. The Finish function couples the PROCESS DIRECTOR document with the posted SAP document, thereby "posting" the IC document.

When you Finish a document, the PROCESS DIRECTOR document status changes to ▣ (Posted).

PROCESS DIRECTOR checks that the SAP document you are connecting the PROCESS DIRECTOR to are the same, preventing you from connecting random, unrelated documents.

Importing versus Finishing

What is the difference between Importing and Finishing?
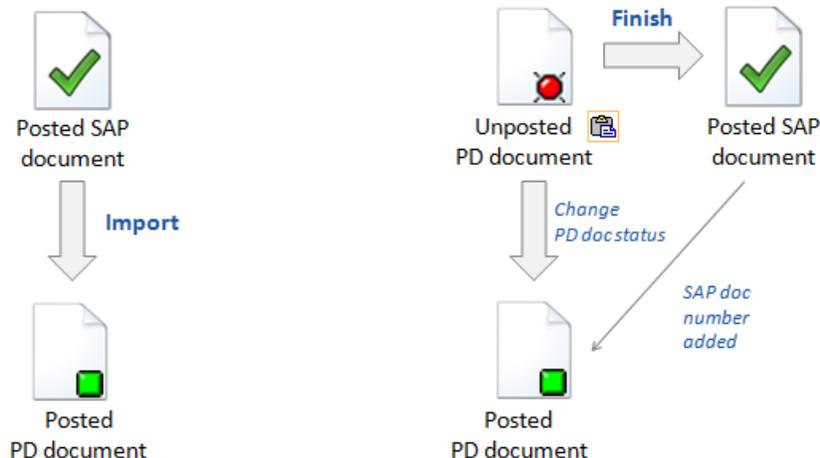
In both cases, a posted SAP document exists. The difference is whether there exists a corresponding document for this in PROCESS DIRECTOR.

- Corresponding document in PROCESS DIRECTOR? Perform a Finish.

- No corresponding document in PROCESS DIRECTOR? Perform an Import.

The end result—a posted PROCESS DIRECTOR document—is the same.

Nota fiscal

Nota fiscal is a particular kind of document that exists in Brazil which accompanies all goods deliveries. It is a combined delivery note and invoice. *Notas fiscais* can be processed in PROCESS DIRECTOR like other invoices. When posting, a nota fiscal document is created inside SAP.

Note: Nota fiscal only works for documents with a Brazilian company code.

Checking documents

Document > Check

SHIFT + F11

Click the 🔲 button.

In the PROCESS DIRECTOR document, total tax values are displayed in the **Tax Brazil** tab.

At line item level, you can display the tax data from the NF-e XML and the tax data in the SAP purchase order.

When you check a nota fiscal document, PROCESS DIRECTOR compares the tax data in the SAP purchase order with the NF-e XML tax data. If the tax types or values are different, an error message is displayed and the document cannot be posted to SAP.

You cannot change the tax data in the PROCESS DIRECTOR document. If there are errors, you can:

- Correct the purchase order or master data in SAP.

- Send a debit or credit invoice to the supplier.

- Reject the document in PROCESS DIRECTOR.

Posting documents

In order to post *notas fiscais*, you need to be aware of the following:

- The **Nota Fiscal (NF) Type** field (on the **Invoice** tab) must be filled.

  For example, for paper invoices it is E1, for services invoices IS, and for XML invoices E5. But there are also others.

- The **Business Place** field (on the **Invoice** tab) must be filled.

- You cannot change tax data in the PROCESS DIRECTOR document, only in the nota fiscal.

- The **Calculate taxes** checkbox (**Taxes** tab) must remain selected.

- When you check a document, tax amounts from the XML data are used in the balance calculation.

- Changing header data *does not* change the nota fiscal.

- For electronic invoices, you must use the **Post** function in PROCESS DIRECTOR, not the **Perform** function. You may use the **Perform** function for other types of invoice.

When you post the document, the system creates an invoice in MIRO and updates the nota fiscal tax data and electronic invoice information. The status of the PROCESS DIRECTOR document changes to posted.

Workflows

Your system contains various workflows that you can send documents to. Workflows are used to obtain missing information from documents as well as for approval purposes.

Both entire documents as well as the individual line items in them can be approved or rejected, depending on what kind of workflow is started.

Workflows may be started automatically by the system, and manually, by you.

Note: When a document is in a workflow, it cannot be edited in PROCESS DIRECTOR, only by workflow processors in the WORK CYCLE workflow application.

- [Starting workflows](#)

- [Assigning items to users](#)

- [Recalling documents](#)

- [Viewing the workflow status](#)

Starting workflows

To send a document to a workflow:

1. Highlight a document in the [document list](#) or open a document.

   You may select more than one document to start a workflow for each document.

2. Go to **Workflow** > **Send**.

   Select the workflow, recipients, and complete other information as required.
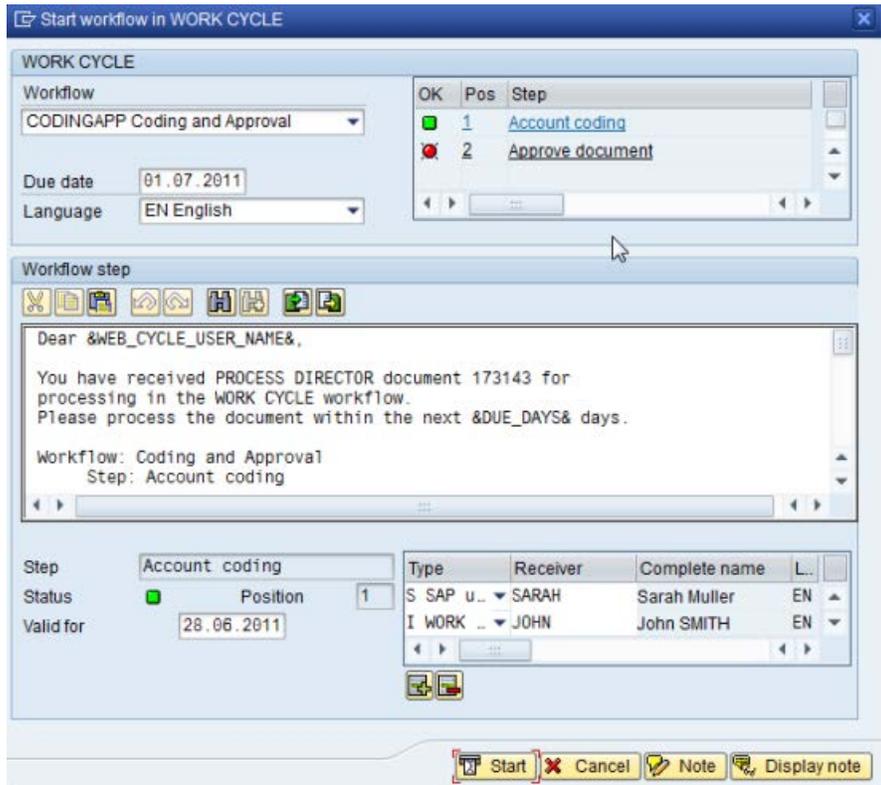
The available workflows may be restricted depending on the document you select. The recipients may also be pre-defined. The ⬛ icon at the top of the window indicates recipients for that workflow step have been selected. The icon indicates no recipients have yet been selected.

3. Click **Start**.

Assigning items to users

Some workflows may have line-item approval activated. Line-item approval means that rather than a person being responsible for approving an entire document, you can assign people to approve the individual items on it.

To assign persons to items:

1. Open a document.

2. Specify the **Next processor**. The **Next processor type** field is automatically filled in.

   (Items in both the **Item data** (MM documents) and **Account assignment data** (MM and FI documents) sections of the PROCESS DIRECTOR document contain these two recipient fields.)

   These persons will be allocated as the recipients when you start a workflow using line-item approval. This means that only they can view and approve the item.

Note: You do not have to enter recipients for all items. Items with no recipient can be viewed and approved by any of the recipients for the other items.

Example:

Item data

PO Item	PO	Next proc.	Next proc type
10	4500077770	Jones	I
20	4500077771	Loewe	S

Account assignment data

Item	Cost center	Next proc.	Next proc type
1	1000	Brown	I
2	2000		

In the above example, when the recipients open the document for approval, each would only see the item assigned to him/her as well as Item 2, which is not assigned to anyone.

3. Go to **Workflow** > **Send**.

The recipients are automatically allocated:
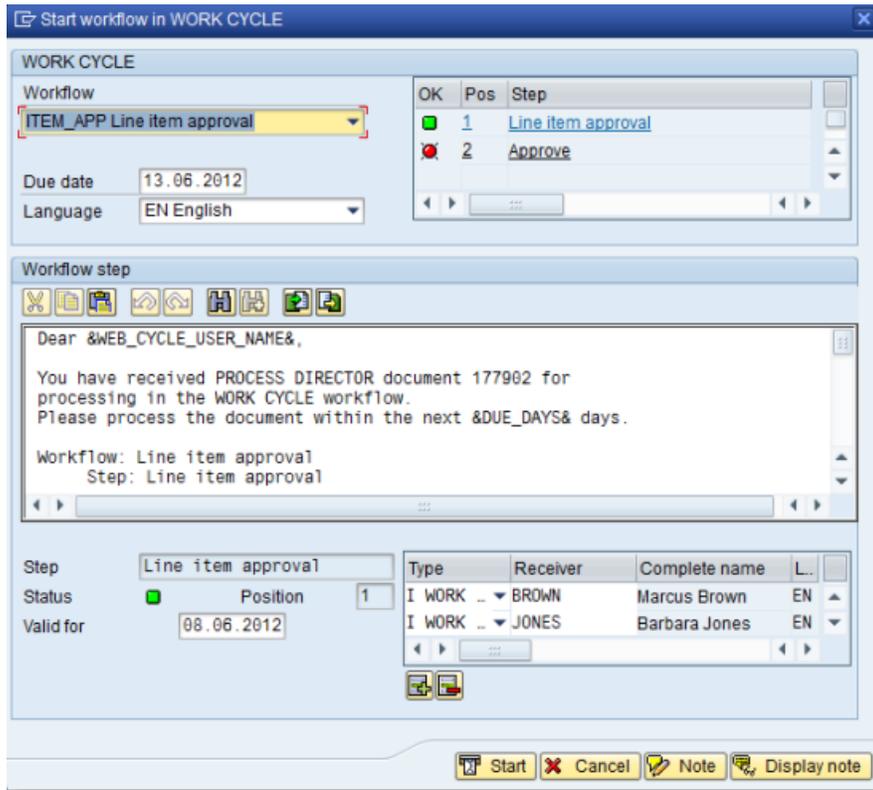
4. Click **Start**.

Recalling documents

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

1. Highlight a document in the document list or open a document.

2. Go to **Workflow** > **Recall document**.

3. Click **Step recall** to recall a workflow step. Click **Complete recall** to cancel the entire workflow.

Viewing the workflow status

Basic information about workflows are contained in the workflow status. This includes things like when the workflow was started, the due date, who has approved the document, and who the next processors are.

To view the workflow status:

1. Highlight a document in the document list or open a document.

2. Click/double-click the Workflow status icon or go to **Workflows** > **Display status**.

Reports

Accrual Report

You can create a report that collects aggregated accrual information from all un-posted PROCESS DIRECTOR Accounts Payable documents. The report displays all PROCESS DIRECTOR Accounts Payable line items that have not yet been posted (parked documents are not included).

If PROCESS DIRECTOR for Financial Postings is installed, you can select line items in the report and create a PROCESS DIRECTOR Financial Posting document consisting of all selected line items and one aggregated offsetting / balancing position.

In the selection screen you can specify selection criteria to restrict the report to documents that correspond to the criteria. You can run the report for multiple company codes, but you can only create PROCESS DIRECTOR documents for a single company code.

Creating an Accrual Report

Enter the transaction `/EBY/ICIV_ACCR_REP` in the SAP command line and click the **Enter** button 🗸.

Enter selection criteria and click the **Execute** button 🕒.

Note: You can always view the Accrual Report, but creating a PROCESS DIRECTOR accrual document is only possible if you select a single company code on the selection screen. Creating a PROCESS DIRECTOR accrual document requires a license for PROCESS DIRECTOR Financial Postings.

Accrual Report selection screen

In the Accrual Report *selection screen* you specify selection criteria, report options, and report layout.

Make your selections and then click the **Execute** button ⊕ to create the report.

Selection criteria

You can specify general selection criteria, the document type, accounting values and document status. Creating a PROCESS DIRECTOR accrual document is only possible if you select a single company code.

Options

Setting	Description
Currency to convert to	If selected line items do not have the same currency as the company code, the currency is automatically converted to the company code currency, or to the currency you specify here.

Setting	Description
Include header lines	Select to display header lines in the report (indicated by the icon 🦐). These lines are for information only and should not be selected when creating an accrual document.
Only P&L G/L accounts (FI)	For FI documents, select to include only line items with G/L accounts that are relevant to the P&L. If this option is not selected, balance sheet accounts will also be included.
Only consumables (MM)	For MM documents, select to include only consumable line items in the report. If this option is not checked, stock items will also be included.
Exclude posted valuated GR (MM)	For MM documents, select to exclude line items that have a posted valuated goods receipt. For these line items, costs are valuated on the P&L when goods receipts are entered, so these items can usually be excluded.

Layout

Here you can select a default layout for the report.

Creating accrual documents

If you have PROCESS DIRECTOR for Financial Postings installed on your system, you can create an accrual document from selected items in the report.

Note: Creating a PROCESS DIRECTOR document is only possible if you select a single company code on the report selection screen.

1. In the report, select the line items to be added to the document.

2. Click the **Create PD document** button.

3. Enter the required data in the popup and click **Create PD document** button.

   In the **Text creat opt.** field, you can select what to display in the **Item text** field of the accrual document line items:

   - Text of the original PROCESS DIRECTOR Accounts Payable document

   - Line item number of the original document
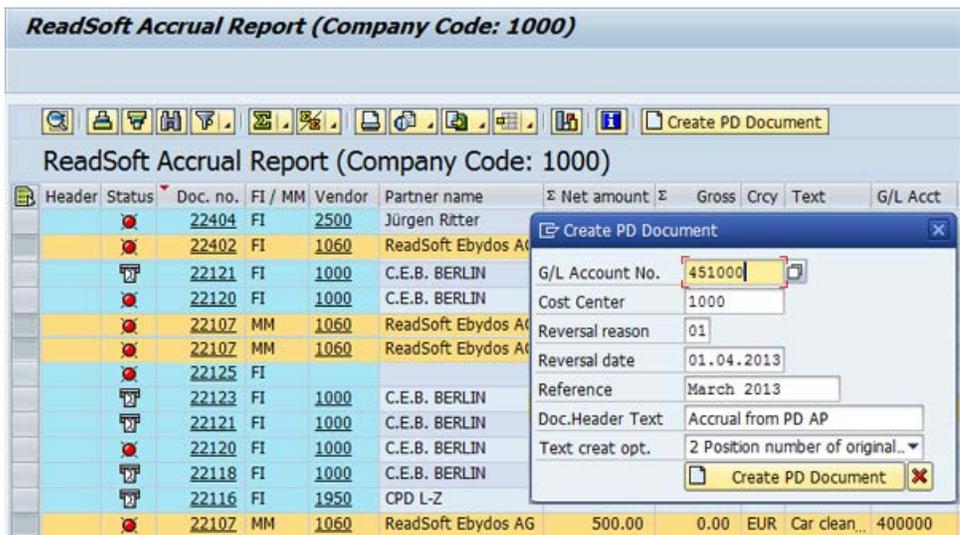
Appendix A: Quick reference

Application Toolbar icons

The following buttons are available on the Application Toolbar. Note that some buttons are available only in the document list and others only in the document detail.

Icon	Description
	Create a new document - Fast entry only
	Transfer a document - /COCKPIT/3 only (Fast entry)
	Display and edit a document
	Check a document
	Post a document
	Post via an SAP transaction

Icon	Description
	Park a document
	Switch invoices to FI or MM
	View document attachments
	Show/hide messages
	Display the document detail (editing is not possible)
	Start a workflow
	Create a note
	Display a note
	Go to the previous document
	Go to the next document
	Refresh the document list to show the latest changes and updates
	Display the legend, which explains the meaning of the document and workflow status icons

Keyboard shortcuts

Shortcut	Description
F3	Return to the previous screen
F5	Switch between tabs in the header data.
F7	Refresh the display to show the latest changes and updates
F8	View document details
F9	Start a workflow
F12	Cancel the display
CTRL+F2	Display the SAP document (for posted documents)
CTRL+F3	Delete a document
CTRL+F4	Display the legend, which explains the meaning of the document and workflow status icons
CTRL+F5	Finish a document
CTRL+F6	Create a note
CTRL+F7	Display a note
CTRL+F11	Assign a user
CTRL+F12	Display the user settings

Shortcut	Description
SHIFT+F1	Display images
SHIFT+F2	Display taxes
SHIFT+F3	Close PROCESS DIRECTOR Accounts Payable
SHIFT+F4	Post a document
SHIFT+F5	Switch invoices to FI or MM
SHIFT+F6	Display messages
SHIFT+F7	Display the vendor
SHIFT+F8	Display the PO
SHIFT+F9	Park a document
SHIFT+F11	Check a document for errors
SHIFT+F12	Post via an SAP transaction
CTL+SHIFT+0	Import an SAP document

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