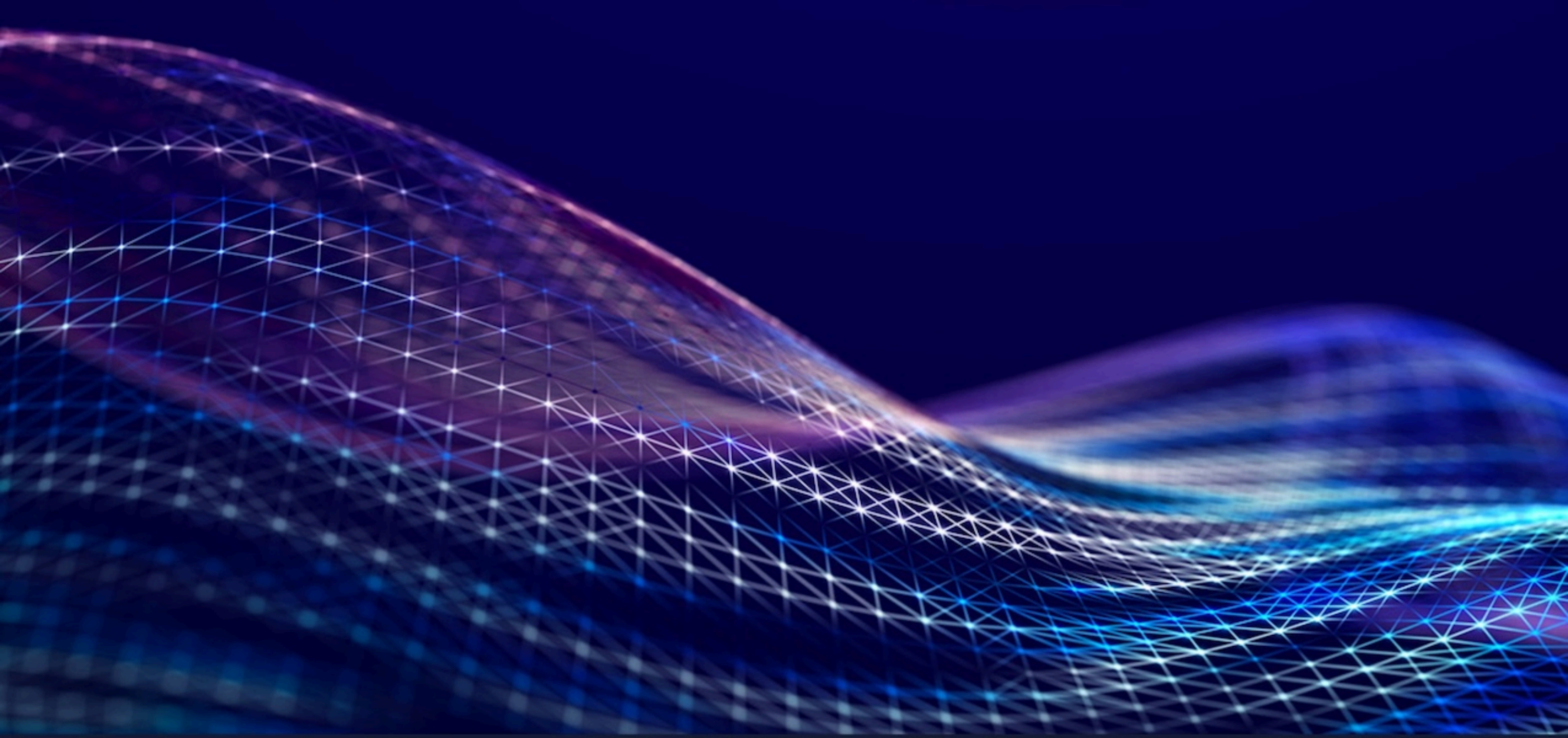

Tungsten Process Director AP for SAP Fiori

User Guide

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TUNGSTEN AUTOMATION

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Preface

Tungsten Process Director AP for SAP Fiori is an application for accounts payable clerks to process invoices in a way equivalent to the `/COCKPIT/1` transaction in Tungsten Process Director Accounts Payable™.

The application offers limited functionality for checking, posting, and starting workflows on AP documents. The full functionality of the Process Director Accounts Payable `/COCKPIT/1` transaction is available in the SAP GUI desktop client and SAP GUI for HTML interface.

The Process Director AP for SAP Fiori application is designed for desktop computers and high-resolution tablets. It cannot be used on smartphones.

SAP Fiori

SAP Fiori® is a collection of multichannel web applications that are designed to enhance the user experience and improve the efficiency and effectiveness of SAP® software users.

Please note that the user interface of the Process Director AP for SAP Fiori application may vary depending on the version of the SAP User Interface for HTML5 (SAPUI5) library you are using, and it may differ from the one described in this guide.

SAP SE sets limitations that exist in the use of SAP Fiori.

See the SAP Fiori documentation for detailed information.

Log in

You can use a web browser on your desktop computer or tablet to log in to SAP Fiori.

To log in using a web browser, complete the following steps.

1. Navigate to the SAP Fiori URL in a web browser.
   The SAP Fiori login screen appears.
2. Type your user name and password.

   > Only SAP users are supported. Tungsten Work Cycle users are not supported.

3. In the **Language** list, select a login language.
4. Click **Log On**.

The SAP Fiori launchpad appears.

Change the password

To change the password, complete the following steps.

1. In the login screen, type the current user credentials.
2. Click **Change Password**.
3. Type the current password.
4. Type the new password twice.
5. Click **Change**.

> The language and client parameters, as well as the option to change the password, can be customized in standard SAP.

SAP Fiori launchpad

The SAP Fiori launchpad is the SAP standard entry point for all the installed SAP Fiori applications. Each application is represented by its own tile. The tiles are organized in groups. Each group is available on its own tab.

Use the launchpad

When using the launchpad, you have the following options.

- To open an application, click the corresponding tile.
- To access an application from another group, select the tab of the corresponding group.

Personalize the launchpad

To personalize the content of the SAP Fiori launchpad, you have the following options.

- Work with tiles
- Work with groups

Work with tiles

To work with tiles, complete the following steps.

1. Click **Edit Home Page** in the user menu .
   The personalization mode of the launchpad is activated.

2. Complete the steps that are required for the modification that you want to make.

Action	Steps
Add an application to a tile	**a.** In the group to which you want to add an application, in the empty tile, click **Open App Finder** + or use the same option in the user menu. **b.** Optional. To display applications of a specific catalog only, select the corresponding catalog in the **All** list. **c.** Optional. To search for an application, in the **Search in catalog** text box, type the name or search term related to the application that you want to add. The applications that match the search term appear. **d.** Below the tile of the application that you want to add, click **Add to group** +. A confirmation message appears and the button changes to a checkmark.
Remove an application or tile	In the group from which you want to remove the application, click **Remove** ⊗ at the top right of the corresponding tile.
Move a tile to another group	**a.** Select the tile that you want to move. **b.** In the menu that appears, click **Move**. **c.** In the **Move to Group** dialog box, select the group to which you want to move the tile. You can also drag the tile directly to another group.
Rename a tile	**a.** Select the tile that you want to rename. **b.** In the menu that appears, click **Edit Tile Information**. **c.** In the **Tile Information** dialog box, type the new title. You can also enter a subtitle and other related information about the application. **d.** Click **OK**.

3. To exit the personalization mode, at the bottom-right corner of the launchpad, click **Close** or use **Exit Edit Mode** in the User menu.

Work with groups

To work with groups, complete the following steps.

1. Click **Edit Home Page** in the user menu.

   The personalization mode of the launchpad is activated.
2. Complete the steps that are required for the modification that you want to make.

Action	Steps
Add a group	**a.** In the center of the launchpad, in the position where you want to add the group, click **Add Group**. **b.** In the new group that appears, type the group name and press Enter.
Delete a group	Click **Delete**.
Rename a group	**a.** In the group that you want to rename, click the group name. **b.** Type the new name and press Enter.
Move a group to another position in the launchpad	**a.** Select the name of the group that you want to move. **b.** Drag the group to the new position in the group placeholder.
Reset the content of a group to its initial setup	Click **Reset** at the right of the group.

3. To exit the personalization mode, at the bottom-right corner of the launchpad, click **Close** or use **Exit Edit Mode** in the user menu.

Use the toolbars

You can use the toolbars to work with the application and process documents.

Header toolbar

The header toolbar provides actions that are relevant for the entire screen. It is a fixed header and is always visible. However, the content of the toolbar depends on whether you are in the launchpad or in one of the installed applications.

When using the header toolbar, you have the following options.

- To go back to the launchpad when you are in the App Finder or in the application, click **Home** or use the Back button at the top left corner.
- To search for a specific application, in the **Search In: Apps** text box, type the name or search term related to the application that you want to search for. Then click **Search**.

- To access user-specific options, click the user menu at the top right corner and perform one of the following actions.
    - To view and change the user settings, click **Settings** and complete the steps described in Change the user preferences.
    - To access the launchpad personalization mode, click **Edit Home Page** and complete the steps described in Personalize the launchpad.
    - To open the App Finder and search for applications to add to the launchpad, click **App Finder** .
    - To sign out of the application, click **Sigh Out**.

Change the user preferences

The Settings dialog box displays the user name and email address, the server that the application connects to, and the language selected during login. You cannot change these settings in this dialog box. You can change only the theme of the SAP Fiori client.

To change the theme, complete the following steps.

1. To display the available themes, click **Appearance**.
2. In the list of available options, select the theme that you want to apply.
3. Click **Save**.

Footer toolbar

When using the footer toolbar within the application, you have the following options.

- In the document list view, the footer toolbar provides the options of saving the personalized layout as a tile and sending it via email.
- At the document detail level, the footer toolbar includes buttons for document processing, such as Save, Send, Recall, Check, and Post.

Get started

This section explains how to open, navigate, and personalize the Process Director AP for SAP Fiori application.

Open the application

To open the application, on the SAP Fiori launchpad, click the Process Director AP for SAP Fiori tile.

The **Process Director document list** appears.

- Use the header toolbar to navigate, search, access the user preferences, and sign out of the application.
- The filter bar contains predefined filters that are used to search for the documents. You can hide the filter bar, configure custom filter views, and save them. These custom filter views can be set as default, shared, and applied automatically upon startup.
- The document list displays all documents that correspond to the search criteria along with their basic details. You can modify the list view by adding, removing, and rearranging the columns, applying filters and selecting sorting order. Your personalized variant can be saved and set as the default view.

  The document detail view appears when you click the document number in the list, or select the document and click the Show detail button.
- Click the information icon at the top right to display Disclaimer information, Copyright, and User Profile.
- Use the Share button on the footer toolbar to send emails with a link to your personalized main screen layout and save it as a tile for direct access from the SAP Fiori launchpad home page.

Navigate the application

This section explains how to navigate the screen views and use their functionality.

- Filter bar
- Document list
- Document detail

Note that buttons, document statuses, workflow statuses, and follow-up flags are accompanied by tooltips that provide their names and brief description.

Filter bar

The filter bar contains predefined filters that you can use to search for documents. You can configure custom filter views and hide the filter bar.

Search for documents

To search for documents, complete the following steps.

1. Use filters to input your search criteria.
   If the search input is not valid, an error message appears and the box is highlighted in red.
2. Click **Go** on the filter bar or press Enter.
   To clear the search criteria, click **Filters** > **Restore**.

Use filters

The Standard view includes the following predefined filters to search for the documents. Each filter box provides different search options.

<table>
<tr><th>Filter</th><th>Search options</th></tr>
<tr><td>Document number</td><td rowspan="4">• Type the search term in the box.
• Click and configure your search in the Define Conditions dialog box. Click OK to include the conditions in the filter.</td></tr>
<tr><td>Processor</td></tr>
<tr><td>Purchasing document</td></tr>
<tr><td>Reference</td></tr>
<tr><td>Document date</td><td>• To select the date on the calendar, double-click the required date.
• To select a time period, click on the start date, then, while holding the pointer, move it to the end date.
• Enter the date or the time period manually.</td></tr>
<tr><td>Status</td><td rowspan="4">Type the search term in the box or select it from the list .</td></tr>
<tr><td>FI / MM document</td></tr>
<tr><td>Workflow status</td></tr>
<tr><td>Follow-up flag</td></tr>
<tr><td>Company code</td><td rowspan="2">Type the search term in the box, or click and configure your search in the dialog box:
• On the Select from list tab, use the first box to search for text or numbers in all available items.
Use the Company Code or Supplier boxes to search within these specific categories.
Select the results and click OK to include them in the filter.
• Configure your search on the Define Conditions tab. Click OK to include the conditions in the filter.</td></tr>
<tr><td>Supplier</td></tr>
<tr><td>Max. no. of hits</td><td>Type the maximum number of search results to be displayed in the list.</td></tr>
</table>

Create custom filter views

You can configure a custom filter view and save it. This view can be set as default, applied automatically upon startup, and shared with other users.

To configure a custom filter view, complete the following steps.

1. On the filter bar, click **Filters**.
2. Use filters to input your search criteria.
3. Clear the **Show on filter bar** check boxes to hide unwanted filters.
4. Click **Save**.
5. Name the view, and optionally select the settings you prefer:
   - **Set as Default**: Sets the filter view as default.
   - **Public**: Makes the filter view available to other users.
   - **Apply Automatically**: Loads the filter view automatically upon startup.
6. Click **Save**.
   The new filter view is now available in the **My Views** ﹀ list on the filter bar.

Modify filter views

You can modify and delete saved filter views.

To modify the saved filter view, select this view and make all required changes in the filter boxes on the filter bar or in the **Filters** window. Save the changes in the **Filters** window or in the **My views** list.

Other options:

- Use the **Restore** button under **Filters** to delete the unsaved changes.
- To rename the filter view and change the Set as Default, Public, and Apply Automatically settings, go to **My Views** ﹀ and click **Save as**.
- To delete, rename, and change the Set as Default and Apply Automatically settings for one or several filter views, go to **My Views** ﹀ and click **Manage**.

Document list

The document list displays all documents that correspond to the search criteria. The Standard view includes columns with basic document details, such as status, document number, document type, company code, currency, and others.

By default, documents are sorted by the Process Director document number.

Click any column header to change the sorting order or apply a filter.

The document detail view appears when you click the document number or select the document and click Show detail.

Personalize document list view

You can personalize the document list view using the following options.

- Click **Auto Resize Columns** to resize the column width to fit the data.
- Click **Freeze Columns** and type the number of columns you want to keep visible while scrolling through the rest of the table.
- Click **Settings** and use the tabs **Columns**, **Sort**, and **Filter** to add and remove columns, arrange the sorting order, and apply filters to the required columns.

Complete the following steps to save your personalized view.

1. Modify the view as necessary.
2. Click the **Select View** arrow next to the current view title (such as, Standard) and click **Save as**.
3. Name the view, and optionally select the settings you prefer:
   - **Set as Default**: Sets the view as default.
   - **Public**: Makes the view available to other users.
4. Click **Save**.
   The new view is now available in the **My Views** list.

Modify document list views

You can modify and delete saved document list views.

To modify the saved view, select this view and make all required changes. Save the changes in the **My views** list.

Other options:

- Use the **Restore** button under **Settings** to delete the unsaved changes.
- To rename the list view and change the Set as Default and Public settings, go to **My Views** and click **Save as**.
- To delete, rename, and change the Set as Default setting for one or several views, go to **My Views** and click **Manage**.

Export data

To export the table to Excel, complete one of the following procedures.

- Click **Export to Spreadsheet** .
  The generation starts at once.
- Click the arrow next to the **Export to Spreadsheet** button.
  - Click **Export** to start immediate generation.
  - Click **Export as** to create the file name and select the options: **Split cells with multiple values** and **Include filter settings**.

The Excel file is saved to your local drive.

Save personalized layout as a tile

You can save the personalized main screen layout as a tile to access it directly from the SAP Fiori launchpad home page.

To save the layout as a tile, complete the following steps.

1. Customize the filters and document list as necessary. Save your changes.
2. Click the **Share** button on the footer toolbar and select **Save as Tile**.
3. Type the title for your new tile.
   You can also enter a subtitle and description, and select the group where you want to add the tile.
4. Click **OK**.
   The tile is now available on the SAP Fiori launchpad home page.

Send emails with a link to personalized layout

If you need to share your document search results without saving the filter or document list views, you can send emails containing a link to your personalized layout directly from the Process Director AP for SAP Fiori application.

How long the linked layout remains accessible depends on the SAP OData services configuration.

To send an email with a link to your personalized layout, complete the following steps.

1. Customize the filters and document list as necessary or select the previously saved layout.
2. Click the **Share** button on the footer toolbar and select **Send Email**.
   A new email window opens in your pre-installed email program. The Subject is pre-populated and the body of the message contains a link.
3. Fill in the recipient address and other fields as required. You can modify the Subject and type your message.

Document detail view

The document detail view appears when you click the document number in the document list or select the document and click the Show detail button.

The **Document Detail** screen consists of the following sections:

- Document header
- Invoice image (if available)
- Tab bar
- Footer toolbar

In the document detail view, you can view main document details and work with the document: start and recall workflows, edit line items, add notes and attachments, save, check, and post documents.

Document header

The header displays basic document details:

- Document number
- Amount and currency
- Document status
- Workflow status
- Workflow title and task
- Due dates, or workflow and workflow step overdue information

You can click the workflow title, task, or workflow status to display the workflow history of the document.

Tab bar

Use the tab bar to switch between different sections of document details and access their specific functionality. The bar includes the following tabs:

- The **Invoice** tab displays the main document data, such as company code, vendor, document date, amount, and others.
- The **Items** tab displays the list of line items and line item data. You can add and delete line items. If a line item is related to a PO, the details are displayed in the PO item table.

  This tab is available only if the document has line items.
- The **Accounts** tab displays the account data. You can add and delete accounts.
- The **Taxes** tab displays document taxation data. You can add and delete tax lines.
- The **Material** tab displays material data. The tab is only visible for MM documents.
- The **Notes** tab displays previously added notes and information about the users who added them. You can add a new note. You cannot modify or delete notes.
- The **Attachments** tab displays previously added attachments. You can add new attachments. You cannot modify or delete attachments.

The number next to the icon indicates the total number of entries the tab contains, such as the number of line items or attachments.

Tables in Items, Accounts, Taxes, and Materials can be personalized in the same way as in the document list view, except for the following options: column freeze, sort, filter, and export to Excel are not available.

Footer toolbar

The footer toolbar in the document detail view features buttons for document processing:

- Save
- Refresh
- Edit
- Assign user
- Park

- Check
- Post
- Send
- Recall
- Display messages
- Previous document and Next document.

  These buttons enable navigation to the previous and to the next document in the document list.
- Display image

The presence of buttons on the toolbar varies based on the document and workflow status, and applicable actions.

The Messages icon with a counter appears on the footer toolbar when you receive system messages.

System messages

The messages notification pane displays the system messages, which are automatically generated to communicate the check results of the recent actions.

When messages are available, the Messages icon 3 with a counter appears on the footer toolbar. Click this icon to open the message pane.

You can also view message logs for any document in the document list.

If configured, you can view SAP long text messages. For more information, see the *Tungsten Process Director for SAP Fiori Installation and Configuration Guide*.

Document status

The following document status may appear in the document list view and the document detail view.

Icon	Status	Description
	Unposted/error-free	The document does not contain errors that prevent it from posting.
	Errors	The document contains errors that prevent it from posting.
	Posted	The document is posted. You cannot change posted documents.
	Parked	The document is parked. You cannot edit parked documents in Process Director AP for SAP Fiori, but you can edit the corresponding document in SAP.
	Paid	The document is paid.
	Rejected	The document is rejected. You cannot edit rejected documents.
	Unposted/In workflow	The document is not posted and is currently in a workflow.
	Posted/In workflow	The document is posted and is currently in a workflow.

Icon	Status	Description
	Completed collective invoice	A collective invoice is an invoice that contains one or more individual invoices. Its status changes to Completed after all invoices that it contains are posted.
	Incompleted collective invoice	The document is a collective invoice with one or more individual invoices that are not posted.
	Fast entry	A Fast Entry document is an invoice image that is imported with a minimal amount of header information.
	Transferred to PD	This status indicates that the document was moved to a different type of Process Director Accounts Payable document, such as a Financial Posting. You cannot edit, reverse or post documents with this status.
	Processed/Major Error	The document was processed and contains major errors.

Workflow status

The following workflow status may appear in the document list view and the document detail view.

Icon	Status	Description
	Sent	The document is in a workflow but the recipient has not yet opened the document. This status applies to all workflow steps. For example, when the recipient approves the first step, the Sent status appears when the recipient of the second step has not yet opened the document.
	In workflow	The document is in a workflow and the recipient has opened the document. This status applies to all workflow steps. For example, when the recipient approves the first step, the In workflow status appears when the recipient of the second step has opened the document.
	Released	The recipient has approved the document and it is no longer in a workflow.
	Rejected	The recipient has rejected the document and it is no longer in a workflow.
	Partially approved	The recipient has approved some invoice items, and rejected other items.
	Retracted	The document is recalled from the workflow.
	Note requested	The document is in a workflow and the recipient must add a note to the document.
	Notated	The document is in a workflow and the recipient has added a note to the document.
	Overdue workflow	The workflow or workflow step is overdue.

Follow-up flags

The following follow-up flags may appear in the document list view and the document detail view.

System ID	Icon	Description
AT		Attachment added.

System ID	Icon	Description
CA		New attachment added in Work Cycle.
CN		New note added in Work Cycle.
D1		Less than *x* days left until the invoice's first due date. The *x* is configured in Process Director Accounts Payable.
D2		Less than *x* days left until the invoice's second due date. The *x* is configured in Process Director Accounts Payable.
DD		Less than *x* days left until the invoice's net due date. The *x* is configured in Process Director Accounts Payable.
DO		Payment is overdue.
IA		Check failed.
IG		Goods receipt is missing.
IP		Price difference.
IQ		Quantity difference.
MS		Message sent.
SA		Attachment added in Supplier Portal.
SN		Note added in Supplier Portal.
TR		At least one tax code or tax jurisdiction code could not be determined.

View invoice information

You can view main document details in the document list and document detail view.

Invoice image

If an invoice image is attached to the document, it can be displayed in a docked position next to the document details or opened in a new browser tab.

Use the buttons on the image panel to download the image, zoom it in or out, and close the panel. You can also resize the panel by dragging the divider left or right.

If the invoice image does not open automatically based on the user settings, you can open it by clicking **Display image** on the footer toolbar.

If you manually open an invoice image that was not automatically displayed, or close a currently displayed invoice image, these settings are preserved until the end of the current session, but are not updated in the database. When you reopen the application, all user settings revert to their original state.

Display invoice image

Follow these steps to configure the display settings.

1. Click the information icon i at the top right of the document list view and select **User Profile**.
2. Go to **User Profile** > **User settings**.
3. Select the preferred settings:
   - **Immediately display image in the detail screen**

     Select this checkbox to automatically display the invoice image when the document is opened.
   - **Dock control**

     In the Dock control box, select the docking position:

     Dock left

     Dock right

     No docking - The image opens in a new browser tab.

View purchase orders

MM invoices are usually associated with a purchase order. If configured, you can access purchase order records directly from the document list. For more information, see the *Tungsten Process Director for SAP Fiori Installation and Configuration Guide*.

To view the purchase order, complete the following steps:

1. Go to the document list and locate the necessary document.
2. In the **Purchasing Doc.** column, click the purchase order number.

   Depending on your system, the purchase order record opens in either the same browser tab or a new one.

View supplier details

You can view basic supplier information in the document detail view.

If configured, you can access detailed supplier records directly from the document list. For more information, see the *Tungsten Process Director for SAP Fiori Installation and Configuration Guide*.

To view supplier details, complete the following steps:

1. Go to the document list and locate the necessary document.
2. In the **Supplier** column, click the supplier number.

   Depending on your system, the full supplier record opens in either the same browser tab or a new one.

Process documents

This section explains how to process documents in Process Director AP for SAP Fiori.

Note: if the document is open in change mode in SAP GUI, it cannot be edited or processed in Process Director AP for SAP Fiori, and the reverse is also true.

Perform basic actions

This sections explains how to perform basic actions on the documents.

Open a document

You must open a document from the document list to perform any action on it.

Click the document number or select the document and click the Show detail button to open the document in the document detail view.

In the document detail view, you can perform actions on documents, such as posting, checking or sending to a workflow. Documents always open in display mode.

Edit a document

To modify document details, such as add and delete line items, accounts, tax lines, and materials, you must go to edit mode.

You can edit the documents that are not in the workflow, and are not posted, parked or paid.

Complete the following steps to edit the document.

1. In the document detail view, on the footer toolbar, click **Edit**.
2. If you are not the current processor of the document, you will be asked to take over the processing. To edit the document, you must be the assigned processor. Click **Yes** to continue.

   The document is now in edit mode. The Display button appears on the footer toolbar instead of the Edit button.

Complete the following steps to exit edit mode.

1. On the footer toolbar, click **Display**.
2. If you want to save changes made to a document, click **Yes**. Click **No** to discard changes.

If you exit the application while in edit mode, for example, close the browser, tab, or use the Back button, the unsaved changes are lost and the document is available to other users for editing.

Save a document

Click the **Save** button on the footer toolbar to save the current state of the document without exiting edit mode.

Refresh a document

Click the **Refresh** button on the footer toolbar to update the document details. If the document has been modified in SAP GUI, refreshing it in Process Director AP for SAP Fiori will allow you to see the most recent changes.

You can also use the Refresh button to discard unsaved changes in edit mode.

Assign a user to a document

You can assign yourself and other users to a document as the designated processor.

If you attempt to edit a document assigned to someone else, a prompt appears asking you if you want to take over the processing. To edit documents, you must be the assigned processor.

Complete the following steps to assign a user to a document.

1. In the document detail view, on the footer toolbar, click **Assign User**.
2. In the **Assign new user** screen, type the name of the user you want to assign.
   The search function starts displaying the list of users as you start typing. The number of users it displays depends on the number selected to the right of the search text box.
   You can also enter email addresses directly instead of searching for users.
3. Click **Finish** to save your changes.

Work with line items, accounts, tax lines, and materials

When working with invoice line items, accounts, taxes, and materials you have the following options.

- Click **Add** + or **Delete** ⊗ to add new lines or delete existing ones.
  If the lines cannot be edited, the Add and Delete icons are not active.
- View and change account assignments for PO-related items in MM documents on the **Items** tab.
- Tables in Items, Accounts, Taxes, and Materials can be personalized in the same way as in the document list view, except for the following options: column freeze, sorting, filtering, and exporting to Excel.

When you input invalid information into a field, such as an incorrect length or format, the field is highlighted in red.

In the **Invoice**, **Accounts**, **Taxes**, and Material tabs, the list of fields, their order and whether they can be edited depends on the configuration. For more information, see the *Tungsten Process Director for SAP Fiori Installation and Configuration Guide*.

Change account assignments for PO-related items

You can view or change account assignments for PO-related items in MM documents.

To view the planned account assignments, go to **Items** and click **Planned Acct Assign.** in the invoice item-related information table.

Changing account assignments for PO-related items may be restricted based on the settings in the purchase order.

To change account assignments, complete the following steps.

1. In the invoice item-related information table, click **Edit Acct Assign.**.

   If you are not the current processor of the document, you will be asked to take over the processing. To edit the document, you must be the assigned processor. Click **Yes** to continue.

   - Click **Add** + to add a new account assignment line. To add lines, the following conditions must be met:

     a. **Account Assignment Changeable at IR** is configured for the account assignment category in the transaction `OME9` in SAP GUI.

     b. The **Goods Receipt** checkbox is either not selected, or both the **Goods Receipt** and the **GR non-valuated** checkboxes are selected for the PO item.

   - Select the necessary items and click **Delete** ⊗.

2. If you are adding new lines, enter the account values.

3. Do one of the following:

   - Click **Save** to save the changes to the database.
   - Click **Back to Items** to recalculate the items locally.

Line item proposal and determination

PO line item proposal and PO line item determination are two different methods for adding line item data to invoices. Both actions can be performed automatically during the invoice transfer or manually.

- PO line item determination occurs when line item data is transferred directly to the invoice.

  The line item data from the captured invoice is compared with the purchase order. If the data matches, it is added to the document. This works even if the line item order in the invoice differs from the purchase order.

- PO line item proposal is used when line item data is not transferred to the invoice.

  In this case, the line item data is retrieved from the purchase order, delivery note, or service entry sheet and added to the invoice. If the invoice includes both a purchase order number and a delivery note number, one takes precedence depending on your system configuration. If both a purchase order number and a service entry sheet number are included, the purchase order takes precedence.

Determine line items

Line items for MM documents are determined by comparing invoice line item data with the line items in the corresponding purchase order. If the data matches, it is added to the document.

To match the data manually, complete the following steps:

1. Open an MM document in the document detail view and click **Edit**.

   If you are not the current processor of the document, you will be asked to take over the processing. To edit the document, you must be the assigned processor. Click **Yes** to continue.
2. On the **Items** tab, add a new line and enter the PO number into the **Purchasing Doc.** box.
3. Click **PO items determination**.

   A pop-up notification appears. It either confirms the successful item assignment or informs about errors and warnings.
4. Save your changes.

Propose line items

If line item data is not transferred to the invoice, it can be retrieved from the purchase order, delivery notes, or service entry sheets (SES) and added to the document.

Line item data is automatically proposed during the invoice transfer but can also be proposed manually.

For purchase orders with GR-based Invoice Verification (GR-based IV) active and Process Director Accounts Payable configured to propose only billable items, only received items with a reference to a delivery note are proposed if purchase order numbers are used for item proposals.

For cross-company postings, delivery note items with the same reference are proposed, even if they belong to different company codes.

To propose line items manually, complete the following steps:

1. Open an MM document in the document detail view and click **Edit**.

   If you are not the current processor of the document, you will be asked to take over the processing. To edit the document, you must be the assigned processor. Click **Yes** to continue.
2. On the **Items** tab, click **Propose PO item**.

   The **Order numbers and delivery notes** dialog box appears.
3. In the **Preference** list, select **Delivery Note** or **Purchase Order** to specify the source for the line items.

   You can add multiple PO, delivery note, or SES numbers. You must type at least one number. The items are only proposed from the documents you specify.

   If you enter both a PO number and a SES number, items from the purchase order are proposed.

   Use the dialog box toolbar buttons to manage document numbers:

   - Click **Save** to save the entered PO, delivery note, and SES numbers for future use. You can later recall these numbers.

- Click **Restore transferred data** to recall the transferred PO, delivery note, and SES numbers. Only document numbers contained in the line items are inserted. Any numbers in the header data are excluded.
- Click **Restore last proposal** to recall the last saved PO, delivery note, and SES numbers, or the document numbers from the last item proposal.

4. If necessary, enter a **Condition type** to filter planned delivery cost items.
5. Click **Take over**.

   If the vendor has changed, a **Select Vendor** dialog box appears. Select the vendor and click **Continue**.

   A pop-up notification appears. It either confirms the successful item proposal or informs about errors and warnings.

Locate errors

You can locate errors in documents in Process Director AP for SAP Fiori by performing a document check and by viewing message logs.

Check a document

You can check a document to determine whether it contains errors and whether you can post it. Typically, errors prevent a document from posting, and warnings do not.

You can check documents that are not in the workflow, and are not posted, parked, or paid.

Process Director AP for SAP Fiori runs standard SAP checks and additional Process Director Accounts Payable checks configured in your system.

Complete the following steps to run a check.

1. On the footer toolbar, click **Check**.
2. If you are not the current processor of the document, you are asked to take over the processing. To perform a check, you must be the assigned processor. Click **Yes** to continue.

   A pop-up notification with the check results appears. It includes error, warning, and information messages.

If you check a document with errors, and the check returns no errors, the document status changes to "Unposted/error-free".

Documents that have no errors can be posted.

View message logs

You can view message logs for any document in the document list.

Message logs record every action performed on a document and provide information about detected errors, with the following limitations:

- The logs do not always show the current errors present in a document. To view the current errors, run a document check.
- The logs indicate changes to a document but do not specify which values have changed. To identify the specific changes, view the document versions in SAP GUI.

To view message logs, complete the following steps.

1. Open a document from the document list.
2. In the document detail view, on the footer toolbar, click **Display messages**.

   A view displaying message logs appears. Each log entry is identified by date and time, username, message count, and other parameters.

   You have the following options:

   - Personalize the view.

     Click Settings and use the tabs Columns, Sort, Filter, and Group to add and remove columns, arrange the sorting order, and apply filters to the required columns.

     You can also click the column names to access the sort and filter options for each column.
   - Export the table to Excel.
3. Click any value in the log entry line to view the messages.

   The messages appear below the list of entries. If available, click the message to view the long text.

   You can view all messages, or select the required type.

   

Notes and attachments

You can supplement documents with notes and attachments.

Add and view notes

You can add notes to documents to communicate with other users.

To add and view notes, click the **Notes** tab. The tab displays previously added notes and information about the users who added them.

You can only add a new note. You cannot modify or delete notes.

To add a new note, select the **Note type**, type a description and your text, and click **Submit** .

Add and view attachments

You can attach files to documents to provide additional information.

To view and add attachments, click the **Attachments** tab.

The tab displays previously added attachments. By default, PDF, TXT, JPG, and PNG files are displayed as embedded content. XLS, TIFF and DOC files are automatically downloaded.

You can only add a new attachment. You cannot modify or delete attachments.

To add an attachment, complete the following steps.

1. Click **Upload** + and select the file from the source folder.
2. If configured, a **Select DocType** window appears. Select the archive object from the list.

The attachment appears in the attachments list.

Workflows

You can use workflows to send documents to appropriate recipients to obtain or provide information, clarification and approval.

Send documents to workflow

You can start workflows on documents with the following status:

- Unposted/error-free
- Errors
- Successfully processed
- Paid
- Rejected
- Posted/In workflow

To send a document to the workflow, complete the following steps.

1. On the footer toolbar, click **Send**.
2. If you are not the current processor of the document, you are asked to take over the processing. To send the document to the workflow, you must be the assigned processor. Click **Yes** to continue.
3. In the **Start workflow in Work Cycle** window, in the **Workflow** list, select the workflow.

   The list of available workflows depends on the document you are working with.
4. If necessary, modify the **Due date** and select the Language.
5. To add and view notes, click **Note** on the footer toolbar.
6. If the workflow has multiple steps, the steps appear at the upper right of the dialog box. Select the step in the table.

   Status icons indicate whether recipients are assigned to the workflow step.

   ■ - recipients are assigned.

   ● - the workflow step is mandatory and no recipients are assigned.

   ◆ - the workflow step is optional and no recipients are assigned.

A workflow can have one or several steps. To start a workflow, you must fill in the details for the first step. The details for the subsequent steps can be filled in by the respective recipient.

7. If necessary, change the date in the **Valid for** field.
8. If configured, you can change the text in the notification message which is sent to the recipient of the step.
9. Depending on the configuration, the recipients may be pre-defined, or you can assign recipients for the step. Click **Edit** above the recipients table to modify the list.
   a. In the search text box, type the name of the user you want to assign.
      The search function starts displaying the list of users as you start typing. The number of users it displays depends on the number selected to the right of the search text box.
      You can also enter email addresses directly instead of searching for users.
   b. Select the user from the search results list below the search text box. The selected user appears above the search text box.
   c. Depending on the configuration, you can continue to add more users, as required.
   d. Click **Finish** to confirm your selection.
10. Click **Start** to send the document to the workflow.

    Even if you click **Cancel**, you will remain the processor of the document.

    A message with information about the workflow start appears. In the document detail view, the workflow status of the document changes to Sent.
    You cannot edit, post and check documents that are in the workflow.

Recall workflows

You can cancel a workflow by recalling the document from the workflow. You can also recall documents from a workflow step, which sends the document back to the processor of the previous step.

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

1. On the footer toolbar, click **Recall**.
2. If you are not the current processor of the document, you are asked to take over the processing. To recall the document, you must be the assigned processor. Click **Yes** to continue.
3. In the **Cancel workflow (recall)** window, perform one of the following steps.
   If configured, you can change the text in the notification message about recalling the workflow.
   - To recall a workflow step, select the step(s) and click **Step-Recall**.
   - To recall the entire workflow, click **Complete-Recall**.
   - Click **Cancel** to stop the recalling process.

A message with information about the workflow recall appears. In the document detail view, the workflow status of the document changes to Recalled.

If all process steps are recalled, but the document is still in the workflow, the **Recall** button allows you to stop the workflow.

Manage substitutes

You can assign users to act as your substitutes when you are absent. You can define and maintain substitute users in the User Profile section of Process Director AP Work Cycle for SAP Fiori, in Process Director SAP GUI, in Process Director Web Application, and in SAP Fiori My Inbox 2.0 application.

Substitutes can view and process your documents for the duration of the substitution.

If you receive documents as an active substitute, they are indicated by a special icon in the document detail view. The header provides details about the user for whom you are performing the substitution.

Process Director AP for SAP Fiori supports only active substitutes (for planned periods of absence, such as vacation).

Post a document

Posting a Process Director Accounts Payable document creates a corresponding document in SAP. The SAP document number appears in the Invoice tab in the document detail view, and the status changes to Posted.

You can only post documents that are error-free and not in workflow. When posting documents, the system performs standard checks. The results are displayed in the message log after the posting.

After you post a document, you cannot edit it. Posted documents can be reversed.

Complete the following steps to post a document.

1. On the footer toolbar, click **Post**.
2. If you are not the current processor of the document, you are asked to take over the processing. To post a document, you must be the assigned processor. Click **Yes** to continue.

   A pop-up notification appears. It either confirms the posting or informs about errors and warnings:

   - If the document does not have any errors or warnings, it is successfully posted. The notification confirms the posting and provides the document number, company code, and other details.
   - If the document contains warnings, an additional dialog box appears to confirm the posting in spite of the warning messages.
   - If the document contains errors that prevent posting, correct them and try to post again.

Park a document

Parking a Process Director Accounts Payable document creates a corresponding document in SAP. The SAP document number appears in the Invoice tab in the document detail view, and the status changes to Parked. After you park a document, you can edit it only in SAP.

Complete the following steps to park a document.

1. On the footer toolbar, click **Park**.
2. If you are not the current processor of the document, you will be asked to take over the processing. To park a document, you must be the assigned processor. Click **Yes** to continue.

   A pop-up notification appears. It either confirms the parking or informs about errors and warnings:

   - If the document does not have any errors or warnings, it is successfully parked. The notification confirms the parking and provides the document number, company code, and other details.
   - If the document contains warnings, an additional dialog box appears to confirm the parking in spite of the warning messages.
   - If the document contains errors that prevent parking, correct them and try to park again.

Reverse a document

You can reverse a posted document. Paid documents cannot be reversed.

To reverse a document, complete the following steps.

1. On the footer toolbar, click **Reverse**.
2. If you are not the current processor of the document, you will be asked to take over the processing. To post a document, you must be the assigned processor. Click **Yes** to continue.

   The Reversal dialog box appears.
3. In the **Reversal** dialog box, select the **Reversal reason** from the list.
4. If necessary, select the **Posting Date** and type the **Period**.

   If you leave these boxes empty, the system uses the posting date and period of the original document.
5. For MM documents and FI documents posted in `MIRO`, the **Automatic clearance** checkbox is available. Select this checkbox to clear the corresponding FI document. If you clear this checkbox, you must clear the FI document manually in transaction `F-44` in SAP GUI.
6. Click **Confirm** to reverse the document.

   A pop-up notification appears. It either confirms the reversal or informs about errors and warnings:

   - If the document does not have any errors or warnings, it is successfully reversed. The notification confirms the reversal and provides the document number, company code, and other details.

- If the document contains warnings, an additional dialog box appears to confirm the reversal in spite of the warning messages.
- If the document contains errors that prevent reversal, correct them and try to post again.