Kofax eFLOW Control and Resolve

Administration Guide

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eFLOW Control and Resolve Administration

This guide is for eFLOW Control and Resolve users who are responsible for performing administrative configuration tasks.

For information on other configuration tasks, see the *Kofax eFLOW Control and Resolve Configuration Guide*.

For information on using eFLOW Control and eFLOW Resolve, see the following guides:

- *Kofax eFLOW Control User Guide*
- *Kofax eFLOW Resolve SAP User Guide*
- *Kofax eFLOW Resolve Web Application User Guide*
- *Kofax eFLOW Resolve Fiori App User Guide*

About eFLOW Control and eFLOW Resolve

Kofax eFLOW Control™ and eFLOW Resolve™ are SAP add-ons for automated invoice processing, integrated into SAP ERP. In combination, both components deliver a highly automated solution for vendor invoice processing, including requirements such as automatic posting, automatic line item matching and automatic workflow routing for exception handling and approval.

eFLOW Control users can manually process invoices with exceptions in an easy-to-use, familiar interface, which offers a wealth of features to help users find, organize, correct, complete, and post documents.

If eFLOW Control users cannot fully process documents themselves, they can send them to other users in a workflow to obtain information, clarification, or approval. Workflow processing takes place in eFLOW Resolve in the SAP GUI, the eFLOW Resolve Web Application, or the eFLOW Resolve Fiori App.

Open the administration IMG

To open the eFLOW Control and Resolve admininstration IMG, log on to SAP and enter transaction **/n/tisa/admin2**.

Define default account assignment

You can configure eFLOW Control to automatically assign G/L accounts, cost objects and other values to invoice line items.

2. In the IMG, go to **Define default account assignment**.
3. Add a new entry.
4. Enter the eFLOW document type and company code (optional) and the vendor and specify the date range for which the assignments will apply. You can also specify a reference number; the accounting values will only be applied if this reference number is present on the invoice.

5. Select the entry and in the **Dialog Structure**, double-click **Default Values**.

6. Enter the accounting details. Note that the **Item amount** represents a percentage, not an absolute value.

Po...	G/L Account	Item amount	D/C	CoCd	Tax...	Tax Jurisdiction	Text	Cost Center
1	451900	70,00	Debit		I1	NY0011000	Utility services	4300
2	451900	30,00	Debit		I1	NY0011000	Utility services	4500

7. Click **Save** .

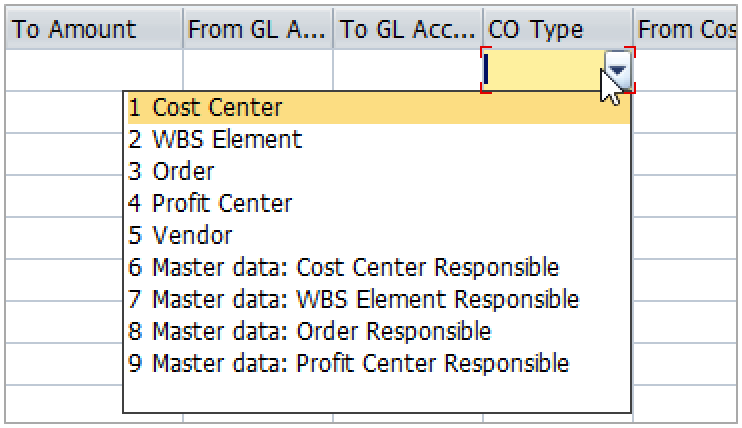
Maintain workflow recipients for cost centers and vendors

Workflow recipients of documents related to specific cost centers, profit centers, orders and WBS elements can be determined automatically from the master data, or you can maintain these recipients manually. You can also maintain workflow recipients for documents from specific vendors. This feature requires activation of the *Workflow task recipient* BAdI implementation. See the *Kofax eFLOW Control and Resolve Configuration Guide* for information on this BAdI.

1. In the IMG, go to **Maintain workflow recipients for cost centers and vendors**.
2. Add a new entry.
3. (Optional) Fill in the appropriate fields to restrict the settings. If you leave a field blank, the settings apply for all (for example, for all company codes or all workflows).

Field	Description
CoCd	Restrict the settings to a specific company code.
Workflow ID	Restrict the settings to a specific workflow.
WF Task ID	Restrict the settings to a specific workflow task.
Crcy	Restrict the settings to a specific currency.
From Amount To Amount	Restrict the settings to a specific gross amount value or value range.
From GL Account To GL Account	Restrict the settings to a specific GL account or range of GL accounts.

4. In the **CO Type** field, select the appropriate entry:



   - Entries 1-5 enable you to manually define recipients for specific cost objects or vendors, or for a range of cost objects or vendors. In the **From Cost Object** and/or the **To Cost Object** field, enter the cost objects or vendors, then select a user **Type** and enter the **Recipient ID**.
   - Entries 6-9 determine the recipients automatically from the master data. Leave the **From Cost Object**, **To Cost Object**, **Type** and **Recipient ID** fields blank.

5. Select an option in the **Dialog** field:
   - **No dialog**: The workflow processor cannot change the recipient assignment. No recipient assignment list is presented and the workflow task is automatically sent to the default recipients.
   - **Determined recipients only**: The workflow processor can change the recipient assignment, but can only assign predefined users as a recipient.
   - **Any recipients**: The workflow processor can change the recipient assignment, and can assign any user as a recipient.

6. Click **Save** .

Maintain workflow recipient substitutions

You can assign substitutes to users. Substitutes process the users' workflows during their absence.

1. In the IMG, go to **Maintain workflow recipient substitutions**.
2. Enter the **User ID** and click the **Change** button .
3. Enter **Recipient IDs** in the appropriate tab:
   - **Substitutes**: Users who act as substitutes for this user.
   - **Substituting for**: Users for whom this user acts as a substitute.
4. Enter a **Start date** and **End date**.
5. Check the **Active** check box to define the substitute as an active substitute. If you clear this check box, the user is a passive substitute.

   Active substitutes are intended for planned absences, such as vacation. Passive substitutes are intended for unplanned absences, such as sickness. See the *Kofax eFLOW Resolve User Guide* for more information.

6. (Optional) In the **Substitutes** tab, you can assign an SAP substitution profile. See the SAP documentation for information on substitution profiles.
7. Click **Save** .

Define reporting time ranges

You can define the reporting time periods that are available for selection in the eFLOW reports. See the *Kofax eFLOW Control User Guide* for detailed information on eFLOW reporting.

1. In the IMG, go to **Define reporting time ranges**.
2. Add a new entry.
3. Enter a name and description.
4. Define the time period by entering the start and end dates.
5. Click **Save** .