Kofax eFLOW Control

Quick Start Guide

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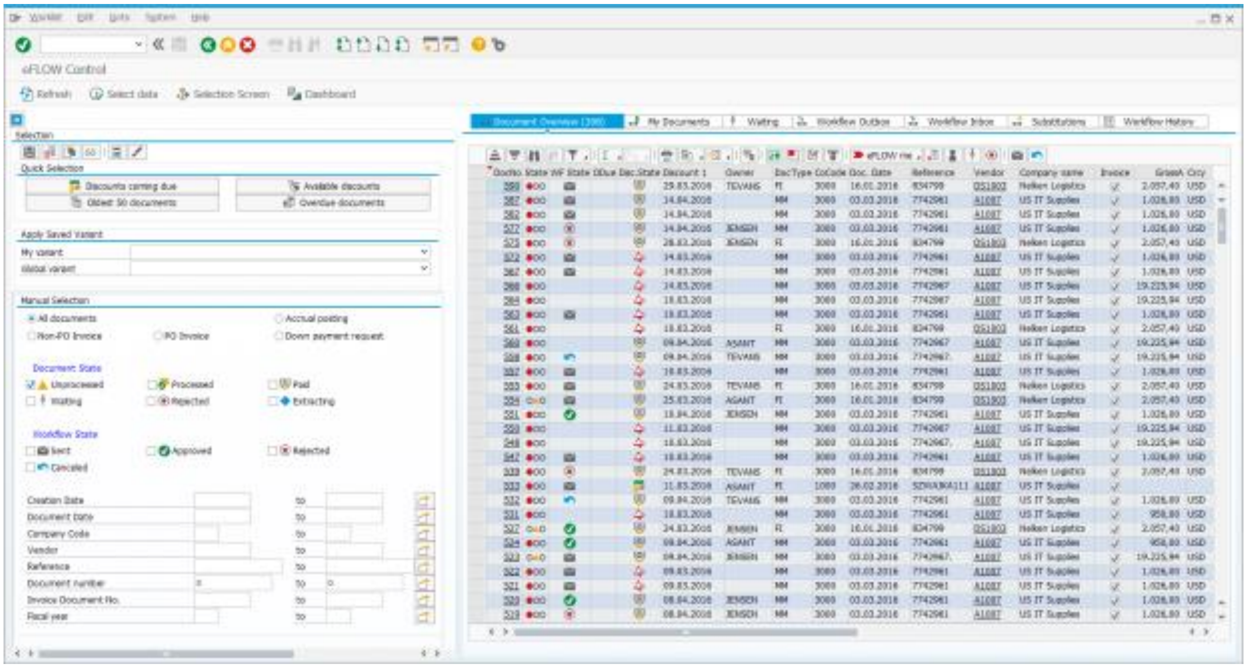
eFLOW Control quick start

This quick start guide explains how to log on to eFLOW Control in SAP and describes the main features. For more detailed information, see the *eFLOW Control SAP User Guide.*

Start eFLOW Control

To start eFLOW Control, log on to SAP and enter transaction **/n/tisa/eflow_control**.

The eFLOW Control window displays a selection screen and a document list.



Selection screen

The selection screen enables you to filter the document list to display only specific documents.

Click the **Selection Screen** button to close and open the selection screen.

Enter your selection criteria and click the **Select data** button.

To restore the default selection criteria, click the **Clear selection** button .

Document list

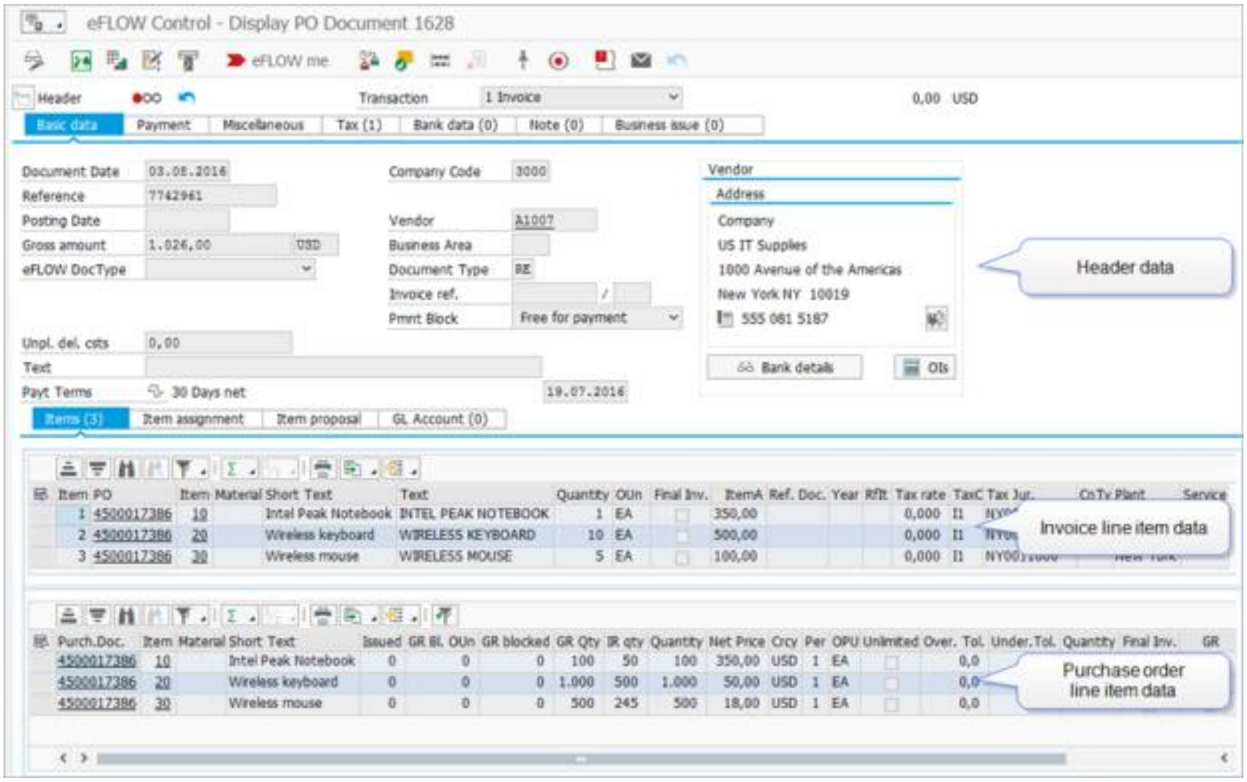
The document list displays documents in the following tabs.

Tab	Description
Document Overview	All documents that correspond to the search criteria entered in the selection screen.
My Documents	All documents assigned to the currently logged on user.
Waiting	All documents for which immediate processing is not yet possible or desired (for example, if a goods receipt is missing).
Workflow Outbox	All documents that the currently logged on user has sent to a workflow.

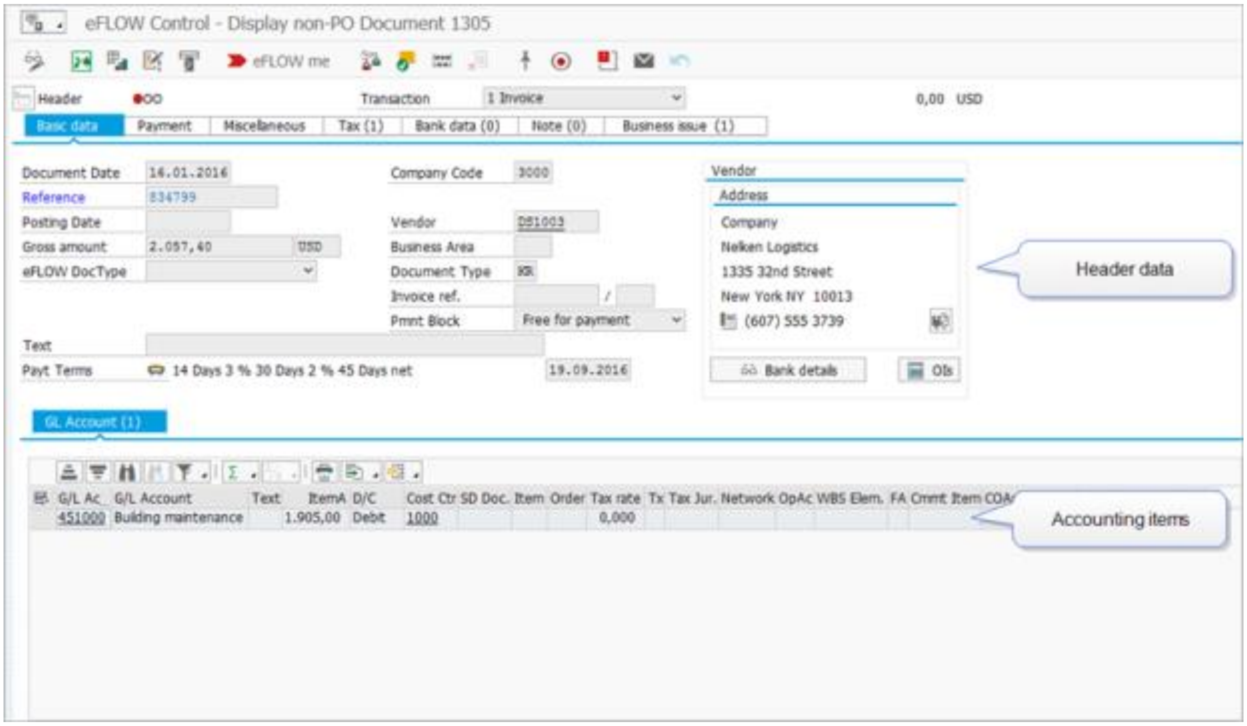
Document detail

To open the document detail, in the document list **DocNo** column, click the document number.

PO invoice


eFLOW Control - Display PO Document 1628
Header data
Invoice line item data
Purchase order
line item data

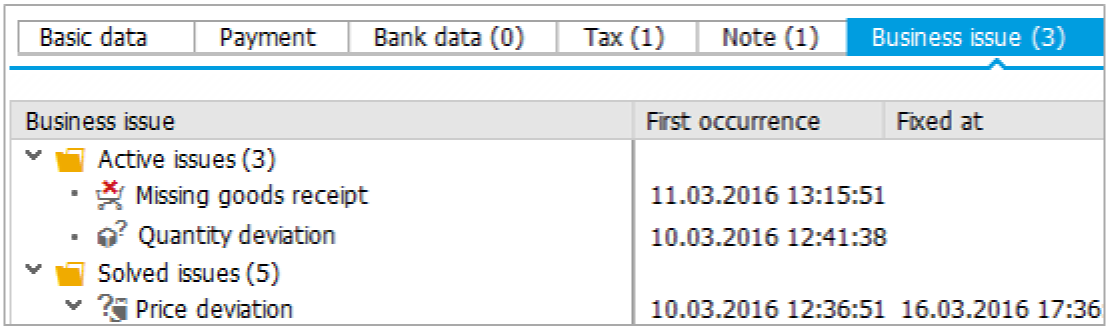
Non-PO invoice



Complete and post documents

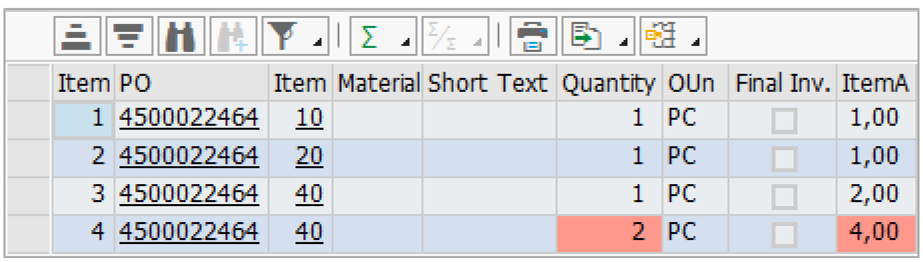
Locate errors

Errors in documents are listed in the **Business issue** tab in the document detail.



Note Which errors are displayed here depends on your system configuration. In general, the errors displayed in this tab relate directly to the business process. Technical errors, warning messages, or other messages that do not relate directly to the business process, can be viewed in the process log.

Fields with errors are highlighted in the line items area.



Complete from image

You can transfer values from the image directly into document fields or dialog box fields.

1. Click the **Show image** button .
2. In change mode, double-click in the field to which the value should be transferred. If the value was transferred from eFLOW Extract, the corresponding field is highlighted in green on the image.

   Note You must *double-click* in the field.

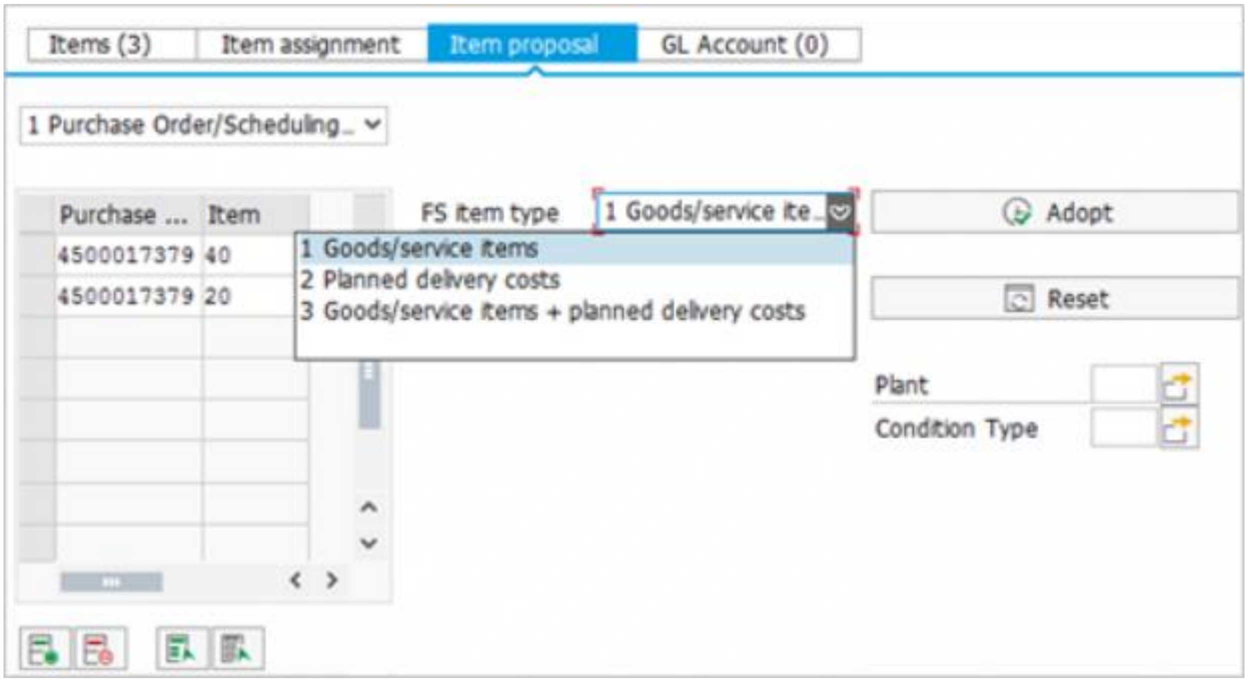
3. Click on the corresponding value in the image, or hold down the left mouse button and draw a rectangle around the corresponding value in the image.

Propose line items

eFLOW Control can automatically add line items from a selected purchase order, scheduling agreement, delivery note or service entry sheet to the invoice.

1. In the document detail line items area, in change mode, click the **Item proposal** tab.
2. Select the reference document type to use for proposal.

3. Enter the document numbers to use.
4. Select the **FS item type**.



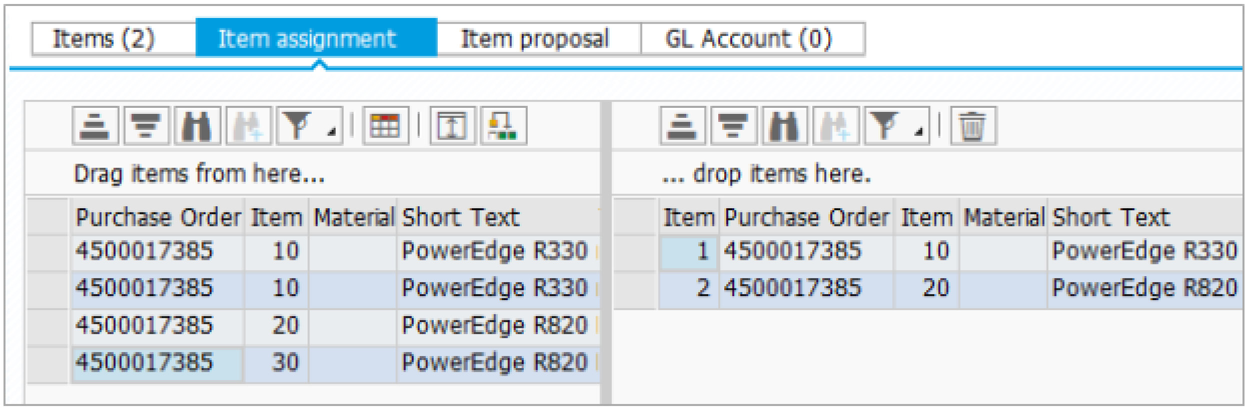
5. Click **Adopt billable** or **Adopt all**.

The proposed line items replace the existing line items.

Assign line items

You can assign the purchase order line items to the invoice line items using drag and drop.

1. In the line items area, in change mode, click the **Item assignment** tab.



2. Perform one of the following actions:

   To assign a purchase order item to an invoice item:

   - Click on the PO item, then holding down the mouse button, drag the item over the invoice item and release the mouse button.
   - Select the invoice item and double-click the PO item. The PO item is assigned to the invoice item.

   To add a new purchase order item to the invoice:

   - Click on the PO item, then holding down the mouse button, drag the item below the invoice items and release the mouse button.
   - Select the item and click the **Add item to document** button . Using this method, you can add multiple items to the invoice.

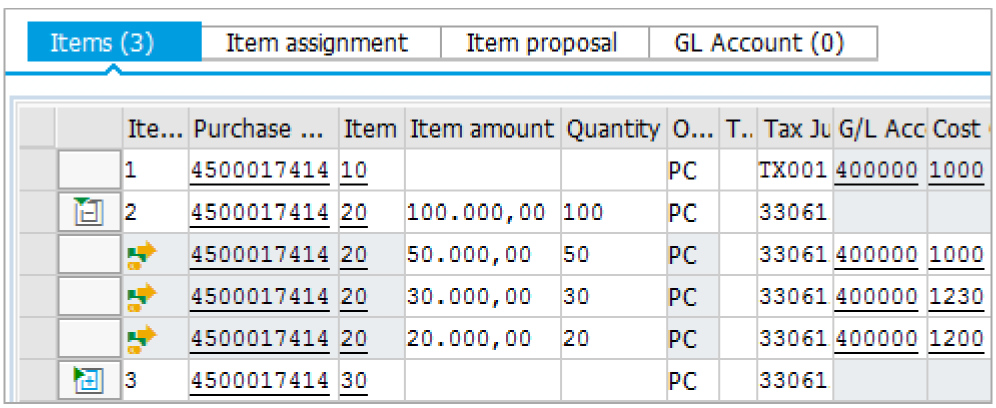
To remove a purchase order item from the invoice, select the item and click the **Delete** button .

Assign accounts

To assign accounts to invoice line items, in the document detail, in change mode, click the **GL Account** tab and enter the account details.

For PO-related invoices, you assign accounts in the **Items** tab. You can assign multiple accounts to invoice items for which account assignment distribution has been activated in the purchase order.

1. In change mode, click the **Expand Multiple Acct Assgt** button to display the account assignment lines.


Items (3) | Item assignment | Item proposal | GL Account (0)

Ite...	Purchase ...	Item	Item amount	Quantity	O...	T..	Tax Ju	G/L Acc	Cost
1	4500017414	10			PC		TX001	400000	1000
2	4500017414	20	100.000,00	100	PC		33061		
	4500017414	20	50.000,00	50	PC		33061	400000	1000
	4500017414	20	30.000,00	30	PC		33061	400000	1230
	4500017414	20	20.000,00	20	PC		33061	400000	1200
3	4500017414	30			PC		33061		

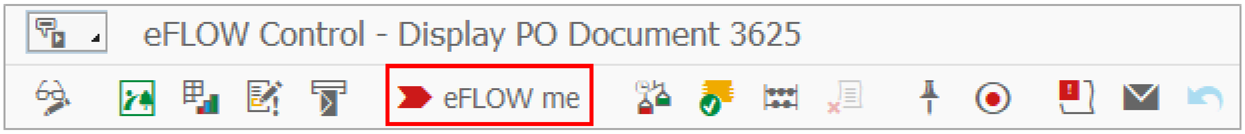
2. Enter values in the **Item amount** and **Quantity** fields for each account assignment line, then press ENTER or click the **Save** button.

   Note Do not enter data in these fields at line item level for line items with multiple account assignments. The total for the line item is automatically calculated.

3. (Optional) To add additional account assignment lines, select the line item, then click the **Insert Multiple Acct Assgt** button on the toolbar below the line items.
4. (Optional) By default, the accounting fields (**G/L Account**, **Cost Center**, etc.) are filled with the values from the purchase order. You can change these values if necessary.

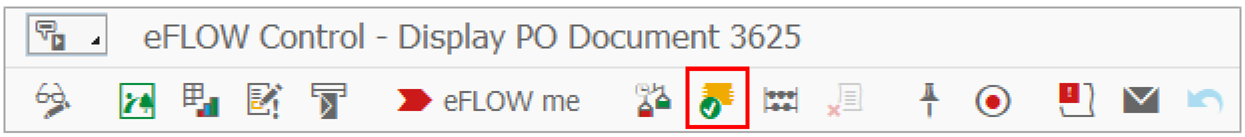
5. Click **Save** .

eFLOW me



After you have made changes to a document, it is advisable to click the **eFLOW me** button. The **eFLOW me** function performs all actions appropriate for the document in its current state, and displays messages with the results of those actions. This saves you having to decide which actions need to be performed next on the document and having to perform those actions manually. For example, depending on the configuration, **eFLOW me** can assign PO items or tax codes, check for errors in the document, start a workflow, or attempt to post the document.

Post a document

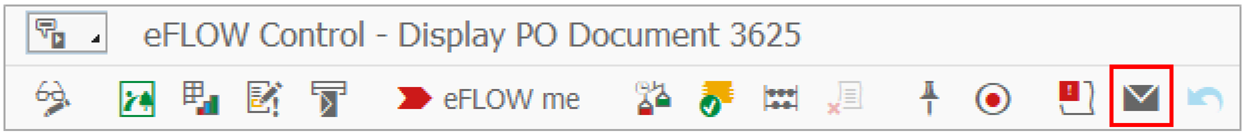


Posting a document creates a corresponding document in SAP and creates the accounting entries in accordance with standard SAP. eFLOW Control checks the document before posting and displays messages if there are errors in the document that prevent posting.

To post a document, click the **Post** button .

Workflows

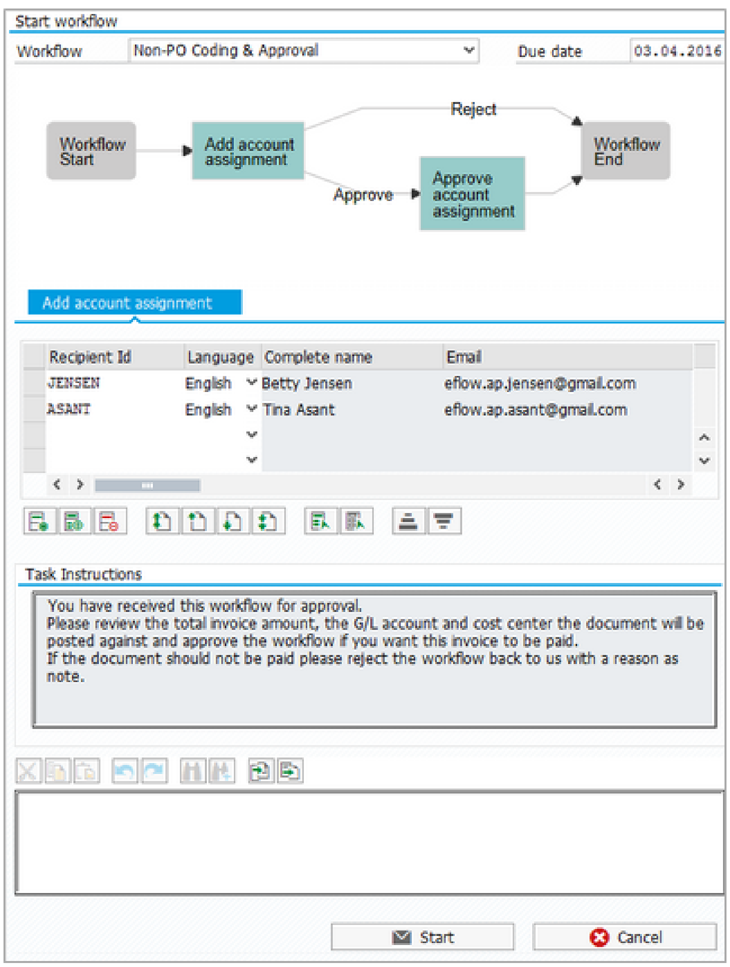
Send a document to workflow



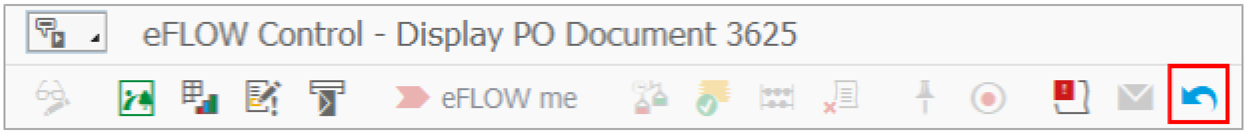
1. Click the **Start workflow** button .
2. In the **Workflow** list, select a workflow and enter a **Due date**.
3. Enter recipients for the workflow.

   Note Depending on the workflow configuration, some recipients may have been automatically assigned to the workflow.

4. Optionally, enter a note in the lower text box.
5. Click the **Start** button.

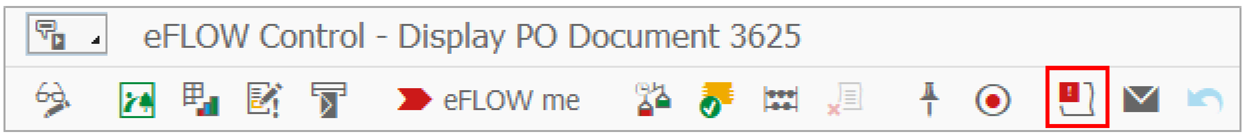


Call back a document from workflow



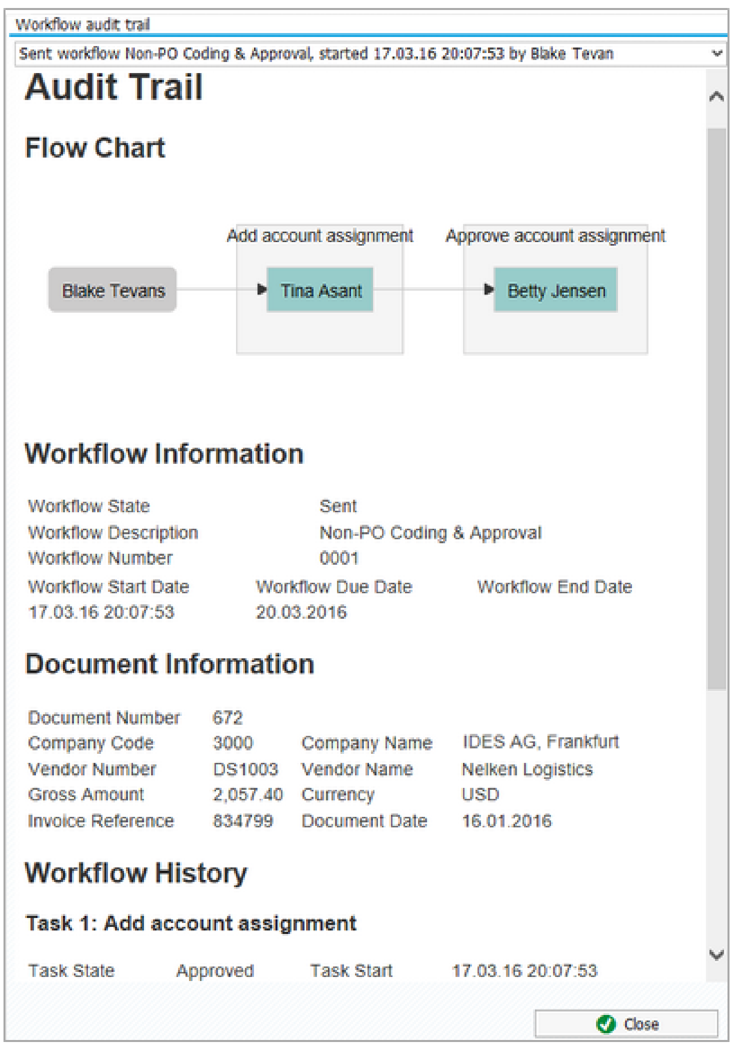
Click the **Call back workflow** button .

Workflow audit trail



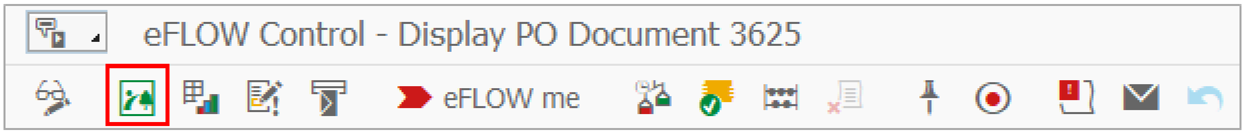
The workflow audit trail provides information about all workflows a document was sent to.

To view the workflow audit trail, click the **Workflow audit trail** button .



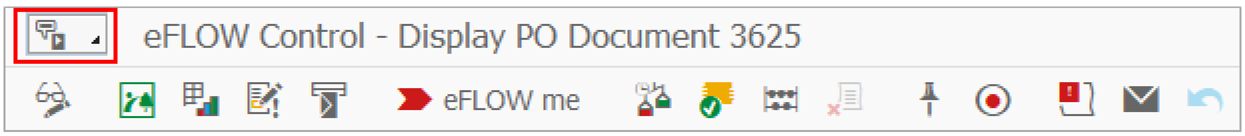
Other features

Document image



To display the document image, click the **Show image** button .

Attachments



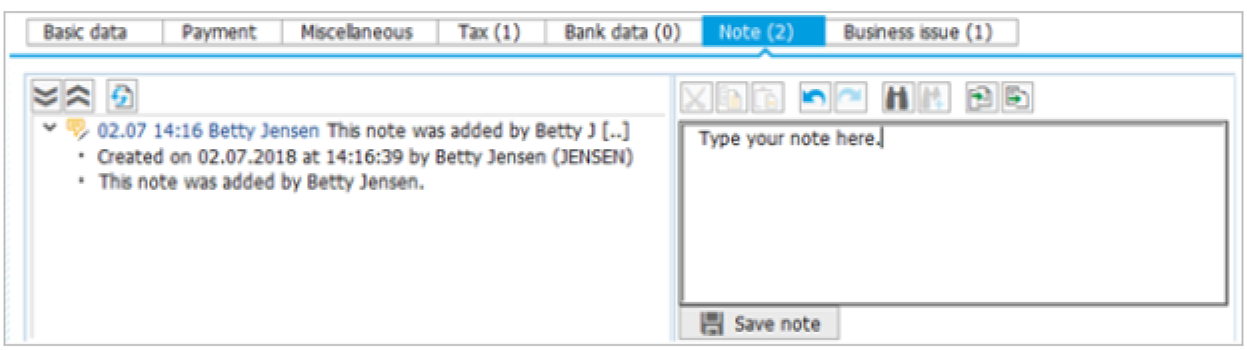
You can add files as attachments to eFLOW Control documents. Attachments are available in the eFLOW Control document and, after posting, in the corresponding SAP document.

To add an attachment:

1. Click the **Services for Object** button .
2. Click the **Create** button and select **Store Business document**.
3. Select a **Document Type** and then drag and drop the file from your file system into the empty field.
4. Click the **Continue** button .

To view attachments, click the **Services for Object** button and then click the **Attachment list** button . Double-click the attachment to open it.

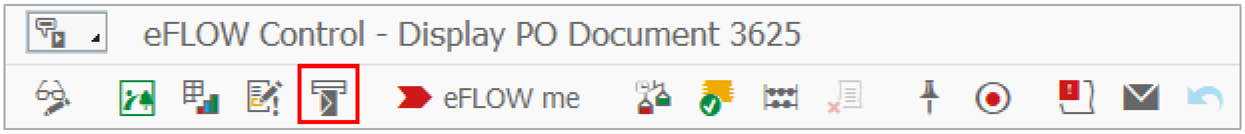
Notes



Notes enable you to communicate with other users within eFLOW Control and eFLOW Resolve. Notes are displayed in the **Note** tab in the document detail. They are saved with the document as an attachment and permanently archived. Notes are not passed to the SAP document.

1. Click the **Note** tab.
2. To add a note, type in the text box on the right and click the **Save note** button.
3. Click the arrows to view or hide the entire note text, or the buttons to view or hide all note texts.

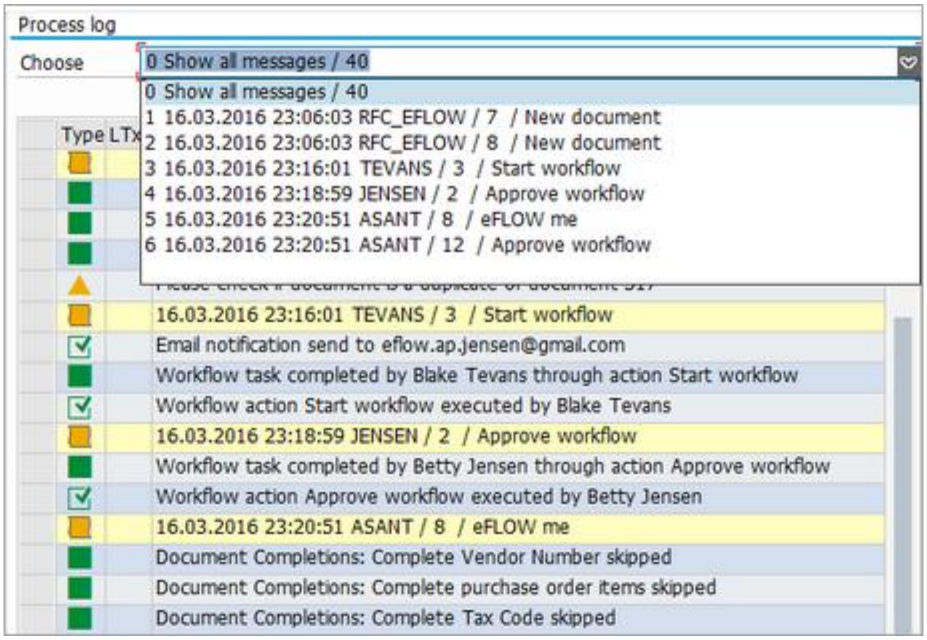
Messages



You can send email messages to any valid email address. eFLOW Control provides customizable, predefined message templates. The invoice image is attached to the message as a PDF file.

1. Click the **Send message** button .
2. Enter the email addresses to send the message to. The vendor email address is inserted by default.
3. Click the **Insert Row** or **Delete Row** button to add or remove recipient addresses.
4. Enter the message text:
   - To use a template, select the Language and then the Template. Depending on the system configuration, some templates may only be available for specific company codes.
   - To use your own text, type the text in the lower text box. If you select a template, the template text and your own text appear in the message. To use only your own text, select the blank entry in the Template list.
5. Click the **Send** button.

Process log



The process log records all messages and actions that occurred during the processing of a document.

To open the process log, select the menu item **Edit > Process log**.