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eFlow

## Application Manual

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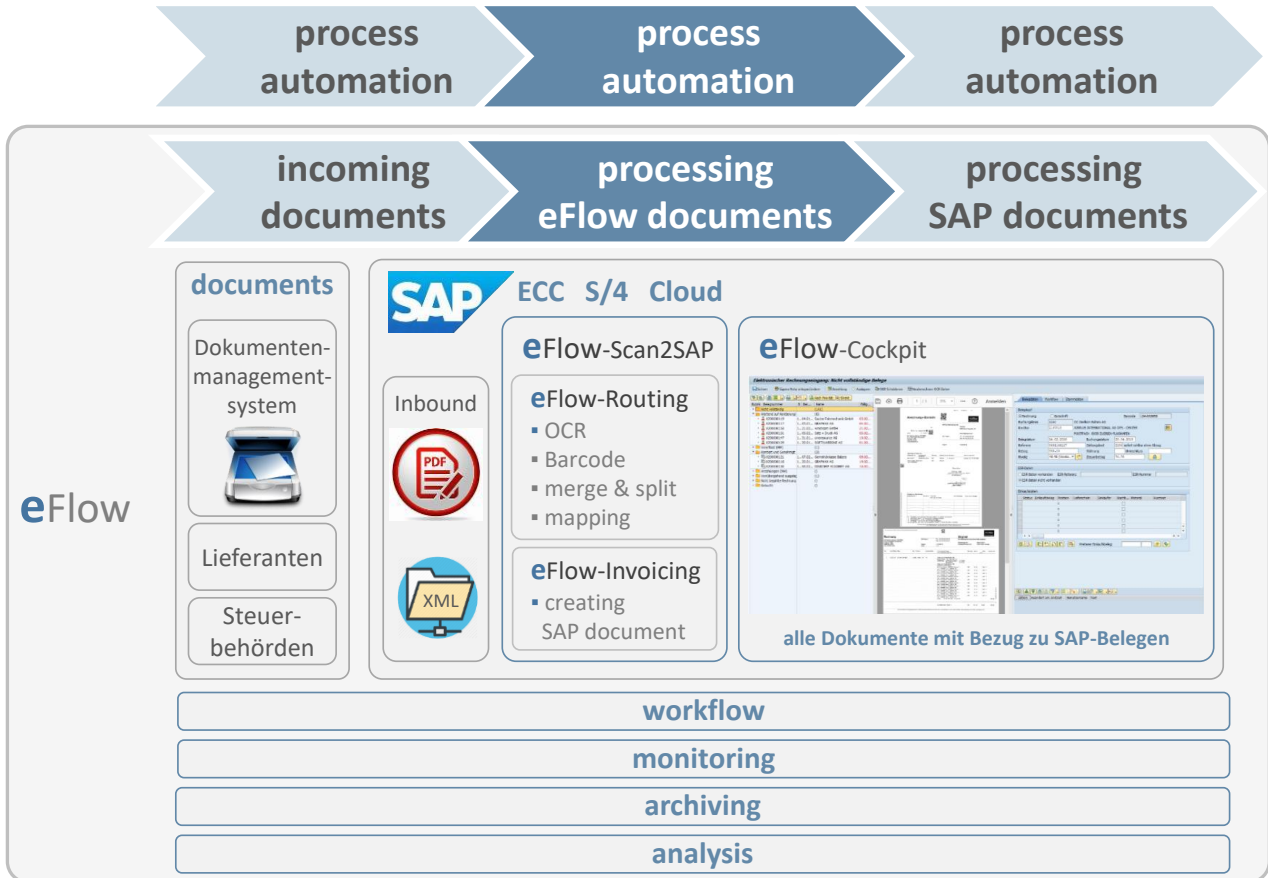
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# 1. eFlow: Big Picture

## eFlow:

- serves to automate IT processes.
- focuses on eDocuments and the corresponding SAP documents.
- includes all necessary functions for Scan2SAP, document routing, workflow and invoicing.
- out-of-the-box would provide the necessary tools to meet internal and external policies .







### 1.A Process automation



#### Legend:

Context	<ul style="list-style-type: none"> <li>■ SAP inbound as central inbound for all eDocuments related to SAP documents</li> <li>■ also supports heterogeneous landscapes (e.g. group company with S/4 on premise, subsidiaries with SAP cloud)</li> </ul>
Scan2SAP	<p>eFlow routing:</p> <ul style="list-style-type: none"> <li>■ intelligent recognition of relevant metadata (OCR, barcode, ...) and assignment to the appropriate SAP documents</li> <li>■ effective mass processing of eDocuments (merge &amp; split)</li> <li>■ rule-based determination of the appropriate release workflow or automatic processing of the subsequent steps in the corresponding SAP system</li> </ul> <p>eFlow invoicing:</p> <ul style="list-style-type: none"> <li>■ Automatic creation of the SAP invoice based on the metadata in the eDocument</li> </ul>
Interface Level	<p>Depending on the function and task, different user interfaces are used.</p> <ul style="list-style-type: none"> <li>■ Fiori via Internet for e.g. suppliers</li> <li>■ Fiori via intranet for employee services</li> <li>■ SAP GUI for Administrators</li> </ul>
Workflow	Rule-based and context-dependent determination of workflow steps and responsibilities
monitoring	Monitor inbox and workflows to optimize financial planning
Archiving	auditable archiving of all eDocuments
analysis	<ul style="list-style-type: none"> <li>■ In-place reporting for all typical standard analyses</li> <li>■ InfoCockpit for adhoc and user-specific analyses</li> </ul>

### 1.B Documentation Model

	<b>Nutzung</b>	<b>Betrieb &amp; Support</b>	<b>Change</b>
<b>Handbuch</b>	<b>Applikation</b>	<b>Betrieb &amp; Support</b>	<b>Customizing &amp; Development</b>
<b>Zielgruppe</b>	- Anwender	- Administrator - Support	- Administrator - Entwickler
<b>Inhalt</b>	- Navigation - Oberflächen - Funktionen	- Betrieb - Support - Aufgaben & Prozesse	- Customizing - Dataload - Testing - DB-Modell
<b>Customer</b>			
<b>BCB</b>			

- BCB: customer-neutral description of the areas of use, operation & support as well as change
- Customer: additional description of customer specifics

### 1.C Referenced documents

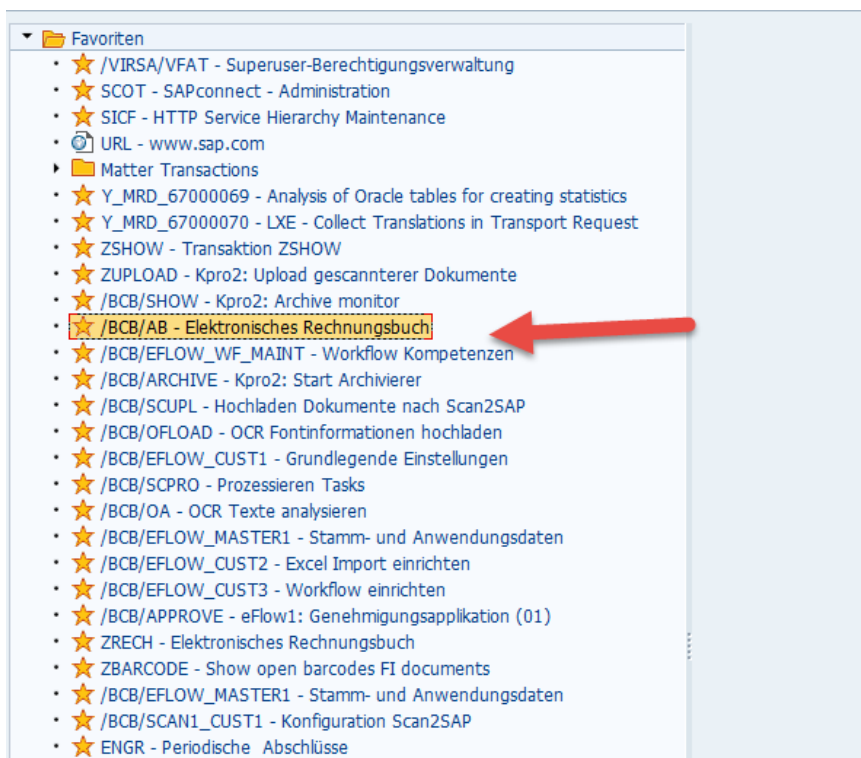
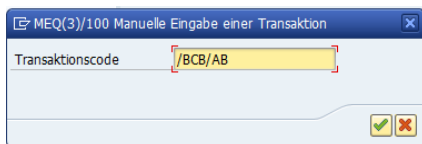
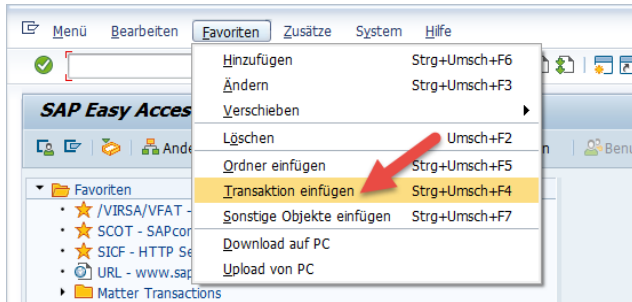
Document	Description
eFlow_HB_APPLIKATION	Application Manual
eFlow_HB_BETRIEB_SUPPORT	Manual Operation & Support
eFlow_HB_CUSTOMIZING_DEVELOPMENT	Customizing Manual
Template_eFlow_OPERATING_Workflow	Operating Workflow
Template_eFlow_OPERATING_Systemlandscape	Operating System Landscape
Template_eFlow_OPERATING_Jobs	Operating Jobs
Template_eFlow_OPERATING_Monitoring	Operating Monitoring
Template_eFlow_OPERATING_Backup	Operating Backup
Template_eFlow_OPERATING_Authorizations_eFlow	Operating Authorizations-idFlow
Template_eFlow_OPERATING_Testing	Operating Testing

## 2. eFlow Cockpit

### 2.A Launch

The electronic calculation book is started with transaction /BCB/AB.

- Please create a favorite for this transaction



## 2.B Basic functions

On the basic screen and in all other processes, these system functions always apply:

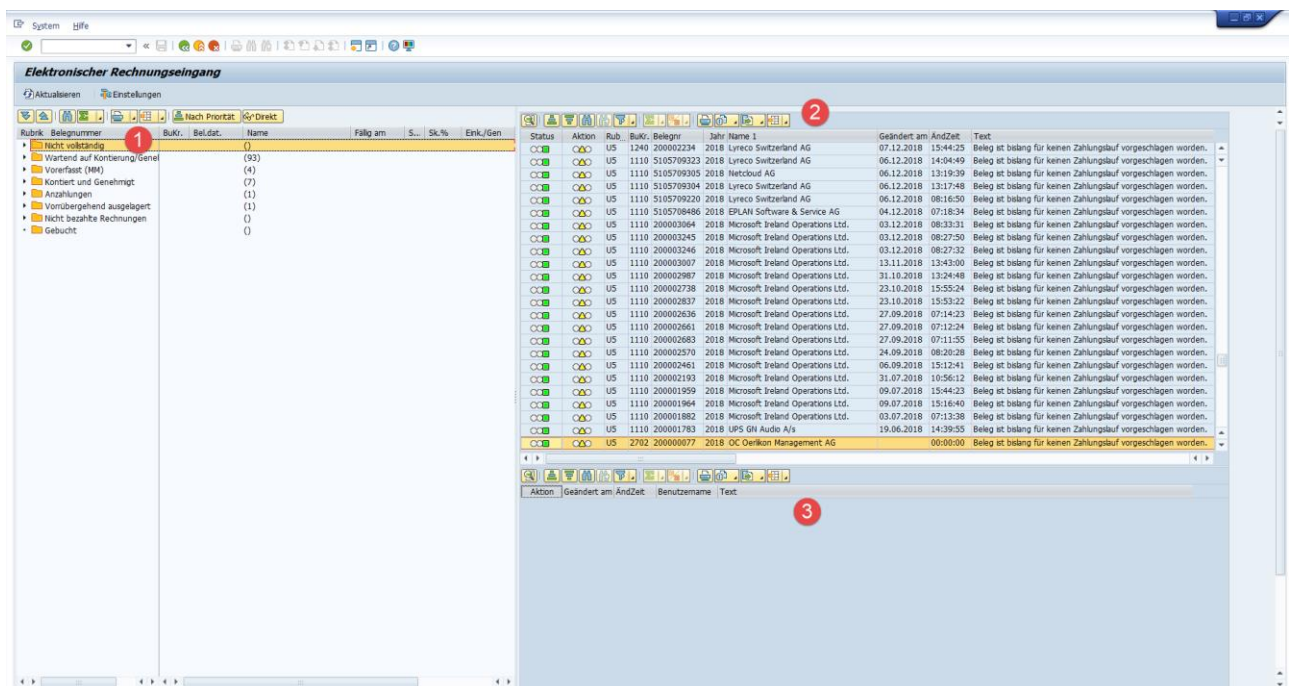


: 'Back'. The Back button takes you back to the basic screen of the application if all mandatory fields are filled and there are no further input errors. If you are already on the basic screen, you can leave the arithmetic book.

: 'Cancel'. This will take you back to the basic screen of the application at any time. If you are already on the basic screen, you can leave the arithmetic book.

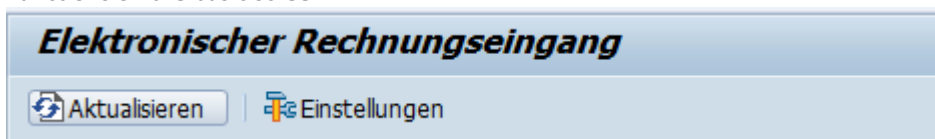
: 'Leave program'. This leaves the application directly.

## 2.C Description Screen layout



The basic umbrella is divided into two parts. On the left, the hierarchy tree (1) appears for the categories for which you are authorized as a user. The journal (2) is arranged in the right half. Here you can see all invoices currently available in the calculation book for which you and your colleagues are responsible. In the real lower half you can still see log entries (3) for a single invoice.

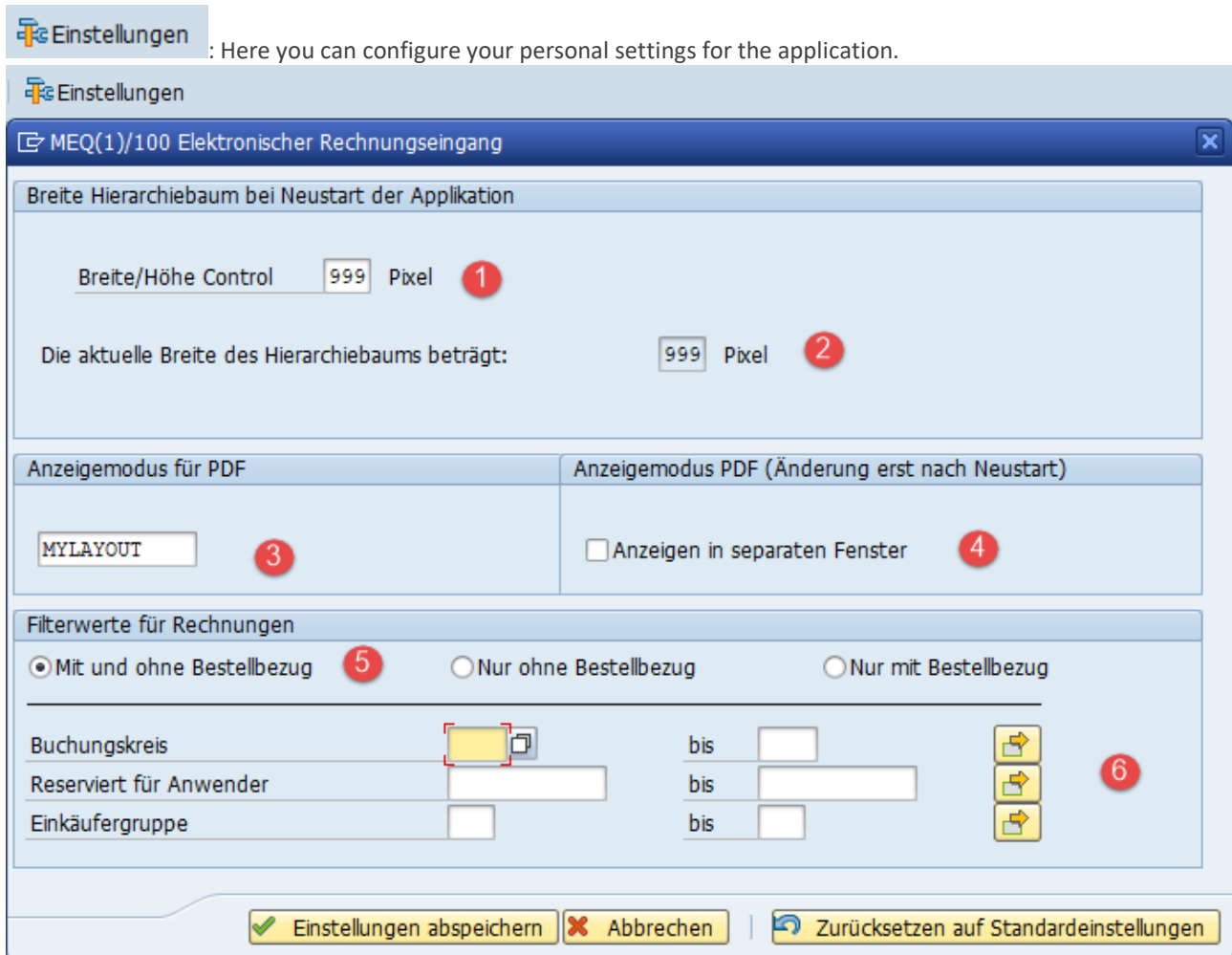
Functions on the basic screen:



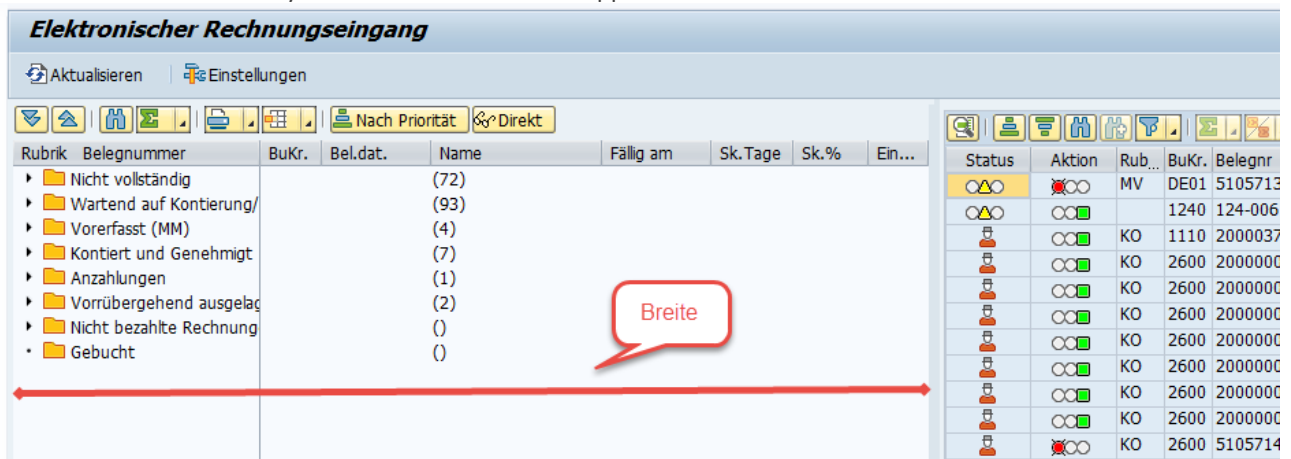
: This will reload all documents (invoices) and rebuild the screen.

## 2.D user-specific individualization

Each user can set certain parameter values and thus individually influence the use of the application.



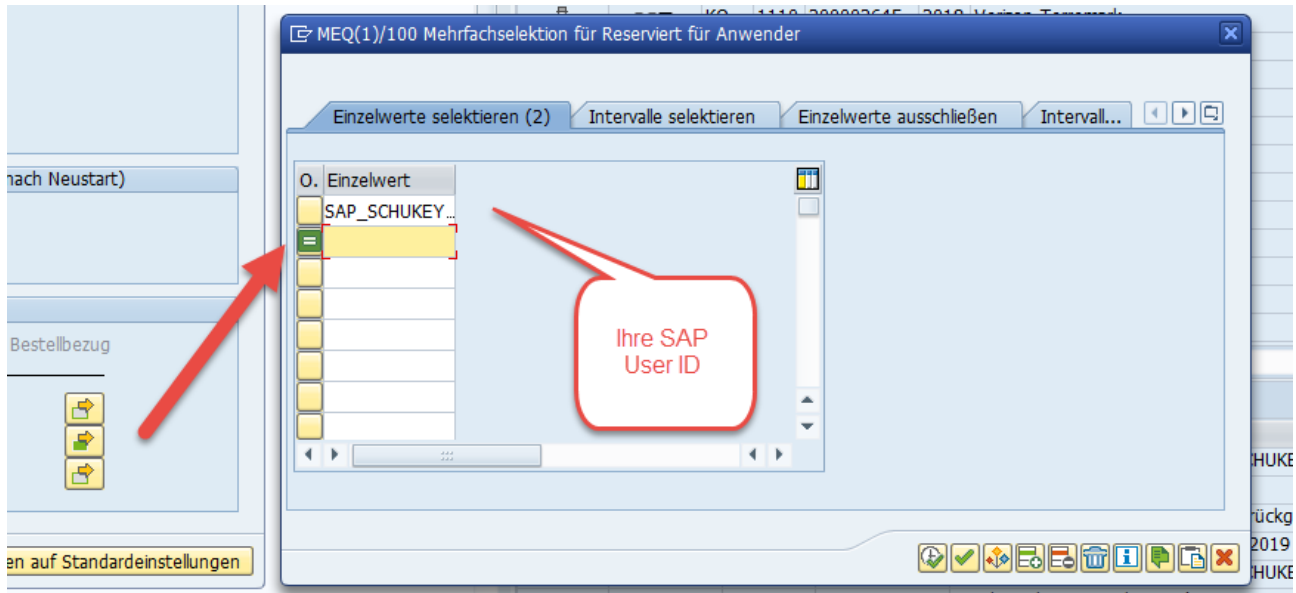
- Sets the width of the hierarchy tree to be used when the application is restarted.



- The program gives you the currently set width as a guide.
- Specify your personal layout variant for the hierarchy tree. The layout variant and the width for the hierarchy tree should be coordinated.
- View the PDF in a separate window. Default setting is 'OFF'. Normally, the PDF is displayed in the processes in the main window. (to the right of the hierarchy tree). But you can also place the PDF window completely detached in a separate window somewhere. You can place this differently for each application. However, if you

use the arithmetic book on different PC systems, it may happen that you can no longer find these windows, because they were stored on a separate screen on the last PC, which is no longer connected. In this case, uncheck the box and save your settings. If you set the checkbox again after starting again, the separate PDF windows will appear again on the main screen.

- Filter values for invoices. You can select invoices with and without purchase order reference or only invoices without purchase order reference or only invoices with purchase order reference.
- Additional filter values for invoices. Here you can specifically restrict the company codes. Furthermore, you can restrict whether you only want to see invoices that are already assigned to specific users. For example, if you only want to see invoices for which you or no one is responsible yet, select the following:





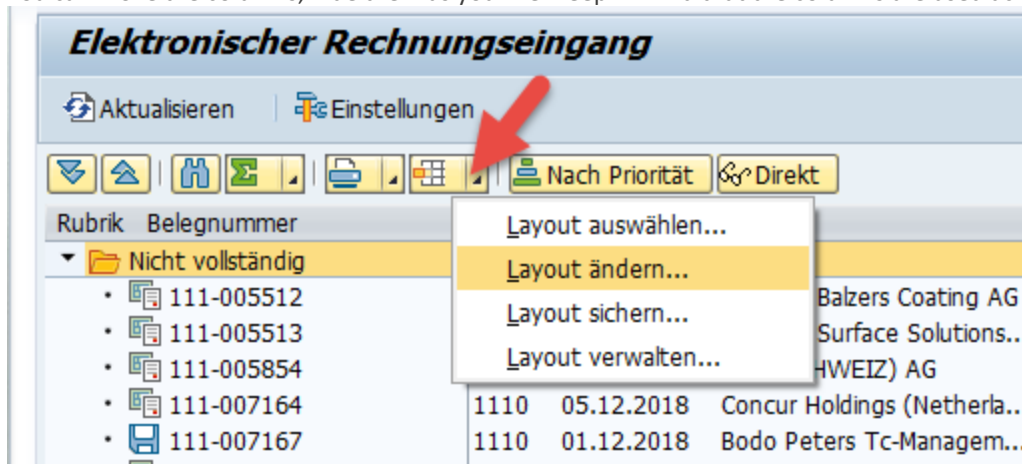
## 2.E Hierarchy tree for the categories

Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	Sk. Tage	Sk. %	Eink./Gen	EKG/Gen	ID
▼ Nicht vollständig				()						
•	111-005512	1110		Oerlikon Balzers Coating AG	08.03.2019					
•	111-005513	1110		Oerlikon Surface Solutions...	08.03.2019					
•	111-005854	1110	27.09.2018	SAP (SCHWEIZ) AG	27.10.2018					
•	111-007164	1110	05.12.2018	Concur Holdings (Netherla...	04.01.2019					NRO
•	111-007167	1110	01.12.2018	Bodo Peters Tc-Managem...	31.12.2018			4500353921	P06	NRO
•	111-007200	1110	08.01.2019	Schindler Technik AG	22.01.2019					NRO
•	111-007201	1110	08.01.2019	Schindler Technik AG	22.01.2019					NRO
•	124-003360	1240		Wyss Wassertechnik	18.02.2019					
•	124-003360	1240		Wyss Wassertechnik	18.02.2019					
•	124-003360	1240		Wyss Wassertechnik	18.02.2019					

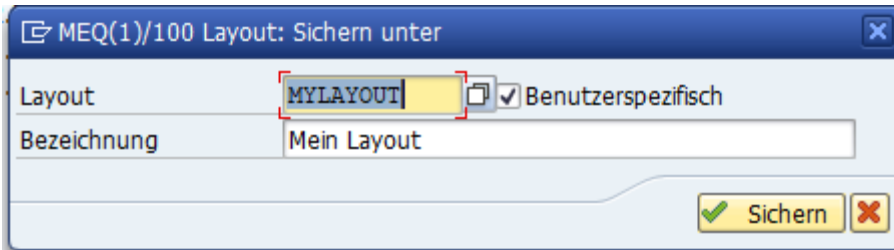
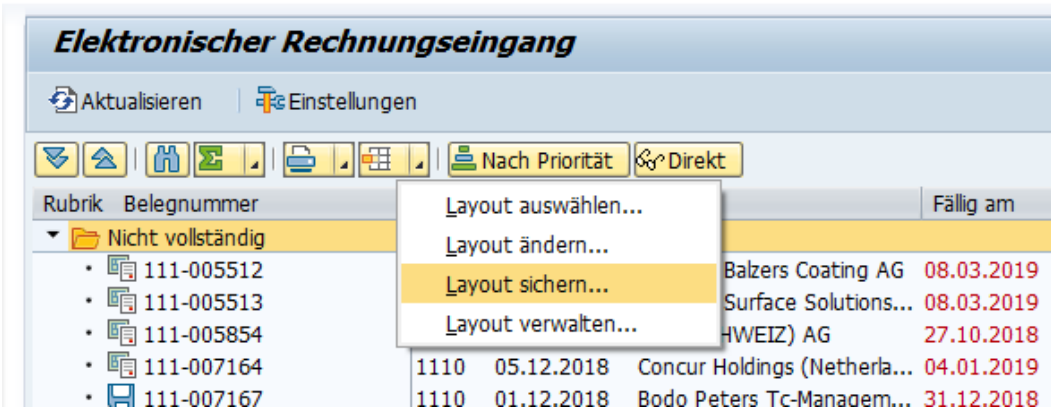
Description of the columns

- Accounting area
- Document date
- Supplier name
- Payment due date
- Discount Number of days still valid
- Discount in %
- Approver / purchase document number (depending on category)
- Purchasing group / Approver (depending on category)
- ID. Reserved for users

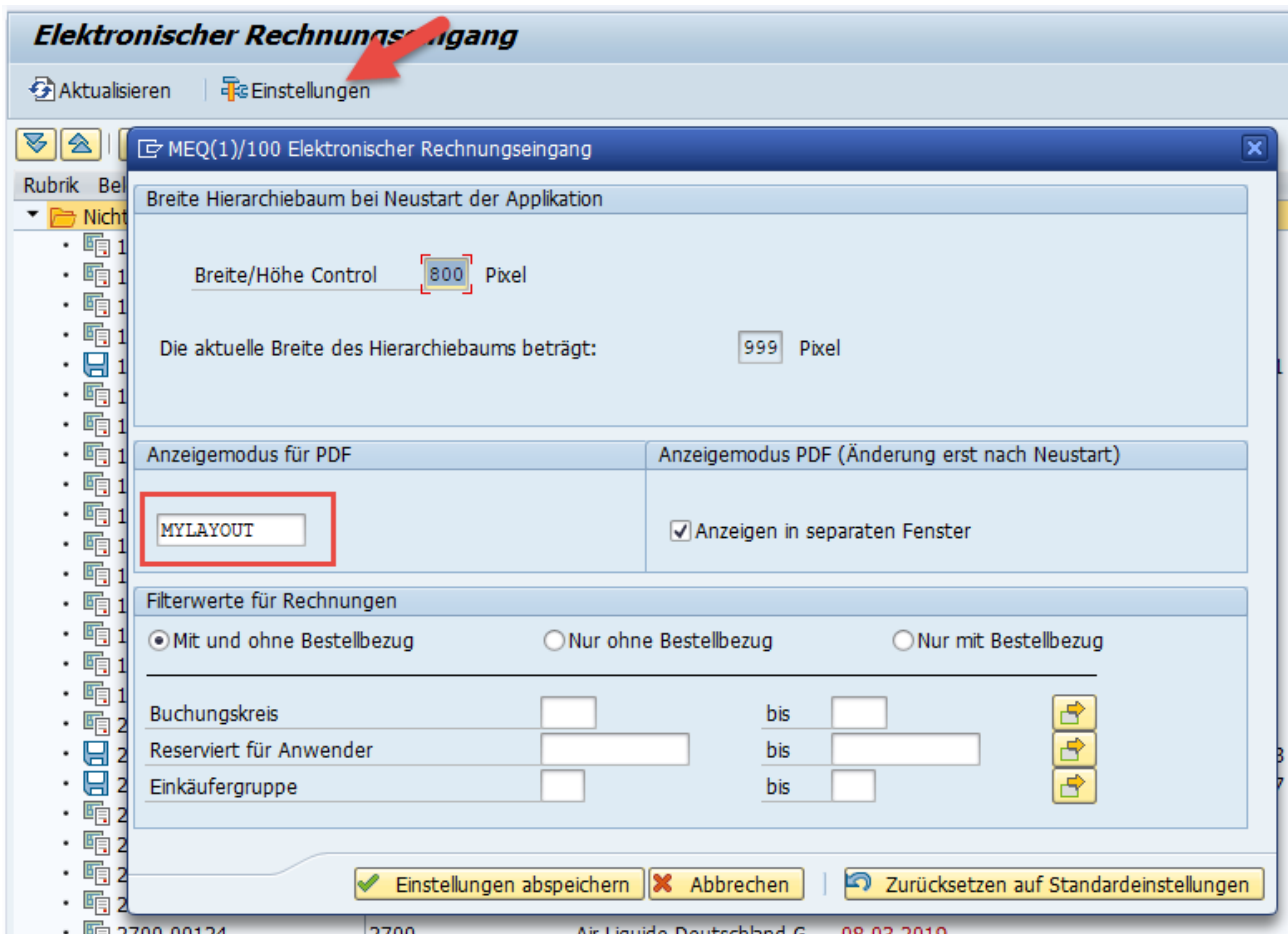
You can move the columns, hide them as you like. Keep in mind that the columns are used across all categories.



You can save the changed layout accordingly.



In order for your layout to be reused on the next call, you must have specified the layout.



## 2.E.1 Invoice Journal







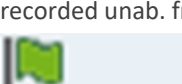
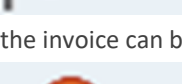
Status	Aktion	Rub...	BuKr.	Belegnr	Jahr	Name 1	Geändert am	ÄndZeit	Text
		U2	DE02	DE02-00011	2019	ATM GmbH	26.02.2019	10:21:15	Daten zu Beleg 'DE02-00011' 'DE02' wurden gesichert.
		MV	2600	5105713995	2019	Oerlikon Balzers Coating Germany Gm	20.02.2019	16:01:30	Beleg '2600' '5105713995' wurde aktualisiert.
			2600	2600-00042	2019	Oerlikon Balzers Coating Germany Gm	20.02.2019	15:58:33	Die Bestellpos. '4500364457' '00060' ist verrechnet. Sie kann nu
		MV	DE01	5105713991	2019	Phoenix Contact GmbH&Co.KG	19.02.2019	11:00:01	Rechnung '5105713991' 'DE01' wurde in MIRO geändert. Aktual
			DE01	DE02-00017		REDKO GmbH & Co. KG	19.02.2019	10:08:11	Buchungskreis von Dokument DE02-00017 wurde von DE02 auf
		MV	DE01	5105713988	2019	Quadro Office	15.02.2019	10:20:49	Rechnung '5105713988' 'DE01' wurde in MIRO geändert. Aktual
			DE02	DE02-00019		Breidenbach Service +	15.02.2019	08:41:24	OCR-Daten für Beleg 'DE02' 'DE02-00019' wurden vollständig erk
			DE02	DE02-00016	2018	Mercateo AG	15.02.2019	08:41:19	OCR-Daten für Beleg 'DE02' 'DE02-00016' wurden vollständig erk
			DE02	DE02-00012		Breidenbach Service +	15.02.2019	08:41:18	OCR-Daten für Beleg 'DE02' 'DE02-00012' wurden vollständig erk
			DE02	DE02-00010		Oerlikon Balzers Coating Germany Gm	15.02.2019	08:41:17	OCR-Daten für Beleg 'DE02' 'DE02-00010' wurden vollständig erk
			DE01	DE01-00010			13.02.2019	14:12:29	Bei Erkennung der OCR-Daten für Beleg 'DE01' 'DE01-00010' trat
			DE01	DE01-00011		EHM Edelstahl GmbH	13.02.2019	14:12:28	OCR-Daten für Beleg 'DE01' 'DE01-00011' wurden vollständig erk
			DE01	DE01-00016		Oerlikon Metaplas GmbH	13.02.2019	14:12:26	Bei Erkennung der OCR-Daten für Beleg 'DE01' 'DE01-00016' trat
			DE01	DE01-00013			13.02.2019	14:11:07	Bei Erkennung der OCR-Daten für Beleg 'DE01' 'DE01-00013' trat
			DE01	DE01-00015		Oerlikon Metaplas GmbH	13.02.2019	14:11:04	Bei Erkennung der OCR-Daten für Beleg 'DE01' 'DE01-00015' trat
			2600	2600-00036	2018	CNC Mechanik AG	13.02.2019	13:41:31	Fehler beim Vorerfassen Beleg '2600' '2600-00036'
			2600	2600-00040	2019	Oerlikon Balzers Coating Germany Gm	09.02.2019	17:03:25	Bei Erkennung der OCR-Daten für Beleg '2600' '2600-00040' trat
			1240	124-003360		Wvss Wassertechnik	08.02.2019	13:49:32	OCR-Daten für Beleg '1240' '124-003360' wurden vollständig erk

2.F Description of headings

2.F.1 'Not exhaustive' heading

Elektronischer Rechnungseingang										
Aktualisieren   Einstellungen										
Nach Priorität & Direkt										
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
Nicht vollständig				(74)						
	111-005512	1110		Oerlikon Balzers Coating AG	08.03.2019					
	111-005513	1110		Oerlikon Surface Solutions...	08.03.2019					
	111-005854	1110	27.09.2018	SAP (SCHWEIZ) AG	27.10.2018					
	111-007164	1110	05.12.2018	Concur Holdings (Netherla...	04.01.2019					NRO
	111-007167	1110	01.12.2018	Bodo Peters Tc-Managem...	31.12.2018			4500353921	P06	NRO
	111-007200	1110	08.01.2019	Schindler Technik AG	22.01.2019					NRO
	111-007201	1110	08.01.2019	Schindler Technik AG	22.01.2019					NRO
	124-003360	1240		Wyss Wassertechnik	18.02.2019					
	124-003360	1240		Wyss Wassertechnik	18.02.2019					
	124-003360	1240		Wyss Wassertechnik	18.02.2019					
	124-003360	1240		Wyss Wassertechnik	18.02.2019					
	124-003360	1240		Wyss Wassertechnik	18.02.2019					
	124-003360	1240		Oerlikon Surface Solutions	08.03.2019					

Possible icons for this section:

-  Invoice is a credit note
-  Normal invoice
-  Only for invoices with order reference. Purchase receipt is not released.
-  Only for invoices with order reference. The WE is posted for all purchasing items.
-  Only for invoices with order reference. WE is booked, but not for all purchasing items. (partly booked WE).
-  Only for invoices with order reference. No WE-related offsetting. Therefore, it can be pre-recorded unab. from WE.
-  Invoice is still approved. Please first use the function 'Reset status' in the workflow tab before the invoice can be changed again.
-  Invoice has not been approved. Please first use the function 'Reset status' in the workflow tab before the invoice can be changed again.

2.F.2 Context Menu Category 'Not complete'

2700-00126	Nicht vollständigen Beleg löschen	31.01.2019	SCA
2700-00125	Protokoll anzeigen	04.02.2019	SCA
2700-00124		09.03.2019	SCA
2700-00123	Verschieben in Rubrik 'Anzahlungen'	04.02.2019	SCA
2700-00121	Verschieben in Rubrik 'Vorrübergehend au	04.02.2019	SCA
2700-00017	Verschieben in Rubrik 'Nicht bezahlte Re	20.02.2019	SCA
2700-00015		04.02.2019	SCA
2600-00036	Reservierung aufheben	12.01.2019	
Meusburger	Reservieren für	24.01.2019	
Meusburger	Verschieben nach BuKrs	24.01.2019	
124-005495	1240 12.11.2018 SE ENTSTÄUBUNG...	12.12.2018	NRO
124-005338	1240 30.10.2018 ISS FACILITY SERV...	29.12.2018	NRO
124-004806	1240 OC Oerlikon Corpor...	08.03.2019	

The following functions are possible via the context menu in this section:

- 'Delete incomplete document': This deletes the invoice from the calculation book. It can only be retrieved via the archive monitor '/BCB/SHOW'.
- 'Show log': Displays the log for the invoice in the lower right window

Aktion	Geändert am	ÄndZeit	Benutzername	Text
	13.02.2019	13:41:31	2600SUTTERT	Fehler beim Vorerfassen Beleg '2600' '2600-00036'
	13.02.2019	13:41:31	2600SUTTERT	Bitte prüfen, ob Beleg schon unter Nummer 2600 200000008 2019 erfaßt wurde
	13.02.2019	13:41:31	2600SUTTERT	Bitte prüfen, ob Beleg unter Nummer 200000005 2019 bereits erfasst wurde.
	13.02.2019	13:41:31	2600SUTTERT	Belegdatum und Buchungsdatum in unterschiedlichen Geschäftsjahren
	13.02.2019	13:40:43	2600SUTTERT	Daten zu Beleg '2600-00036' '2600' wurden gesichert.
	11.02.2019	15:00:16	2600SUTTERT	Beleg '2600-00036' '2600' wurde in Rubrik 'Not completed' verschoben.
	11.02.2019	15:00:16	2600SUTTERT	Daten zu Beleg '2600-00036' '2600' wurden gesichert.
	11.02.2019	14:58:20	2600SUTTERT	Beleg '2600-00036' '2600' wurde in Rubrik 'Temporarily swapped' verschoben.
	11.02.2019	14:58:20	2600SUTTERT	Daten zu Beleg '2600-00036' '2600' wurden gesichert.
	06.02.2019	17:33:15	SAP_SCHUKE..	Daten zu Beleg '2600-00036' '2600' wurden gesichert.

- 'Move to Deposit section': If it is a deposit, you can move the invoice from here to the 'Deposits' section.
- The invoice is moved there and the window for the deposit appears on the right. (see Processing Down Payments).
- 'Move to category Temporarily outsourced': If you cannot process the invoice further at the moment (e.g. because you are waiting for the WE), you can temporarily outsource the invoice.
- The invoice is moved to the section 'Temporarily outsourced' and the window opens on the right. (see Processing 'Temporarily Outsourced').
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

•	2700-00129	2700	1&1 Internet AG	09.03.2019
•	2700-001			31.01.2019
•	2700-001			04.02.2019
•	2700-001			09.03.2019
•	2700-001			04.02.2019
•	2700-001			04.02.2019
•	2700-000			20.02.2019
•	2700-000			
•	2600-000			
•	Meusburg			
•	Meusburger	1240	Sportclub der OC O	
•	124-005495	1240	12.11.2018 SE ENTSTAUBUNG.	'NRO'
•	124-005338	1240	30.10.2018 ISS FACILITY SERV...	29.12.2018

- 
- Move to company code. If an invoice is assigned to an incorrect company code, it can be assigned to the correct company code. Of course, you can only assign invoices to company codes for which you have authorization.

### 2.F.3 Heading 'Waiting for account assignment/approval'

Elektronischer Rechnungseingang											
Aktualisieren   Einstellungen											
Nach Priorität & Direkt											
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID	
Wartend auf Kontierung/Gener				(93)							
	0200000011	2600	24.01.2019	Advanced Energy Industri...	23.02.2019			KAISERP	KAISERP		
	0200000012	2600	24.01.2019	Advanced Energy Industri...	23.02.2019			KAISERP	KAISERP		
	0200000013	2600	31.01.2019	MKS Instruments	01.04.2019			KAISERP	KAISERP		
	0200000014	2600	31.01.2019	MKS Instruments	01.04.2019			KAISERP	KAISERP		
	0200000015	2600	06.02.2019	Oerlikon Surface Solutions...	08.03.2019			KAISERP	KAISERP		
	0200000022	2600	08.02.2019	Tri-Matic AG	10.03.2019			BERTSCHS	BERTSCHS		
	020000023	2600	27.08.2018	PanGas AG Hauptsitz	26.09.2018			SAP_SCHUK...	SAP_SCHUKEYA SCA		
	0200002261	1110	04.08.2018	Verizon Switzerland AG	03.09.2018			ARPAGAUSO	ARPAGAUSO		
	0200002372	1110	04.09.2018	Verizon Terremark	04.10.2018			ARPAGAUSO	ARPAGAUSO		

Possible icons for this section:



: Invoice has not yet been approved. Both with and without order reference.

### 2.F.4 Context Menu Category 'Waiting for account assignment/approval'

Wartend auf Kontierung/				(93)						
	0200000023	2600	27.08.2018	PanGas AG Hauptsitz	26.09.2018			SAP_SCHUK...	SAP_SCHUKEYA SCA	
	0200000015	2600	06.02.2019	Oerlikon Surface Sol...	08.03.2019			KAISERP	KAISERP	
	0200000012	2600	24.01.2019	Advanced Energy I...	23.02.2019			KAISERP	KAISERP	
	0200000011	2600	24.01.2019	Advanced Energy I...	23.02.2019			KAISERP	KAISERP	
	0200002530	1240	07.01.2019	Schindler Aufzüge AG	06.02.2019			SCHAEUBLINR	SCHAEUBLINR	NRO
	0200003791	1110	07.01.2019	MondayCoffee AG	07.01.2019			SAP_SCHUK...	SAP_SCHUKEYA NRO	
	0200003790	1110	07.02.2019	Schweizer Lunch-C...	07.02.2019			OESCHP	OESCHP	NRO
	0200003789	1110	24.01.2019	novaCapta Softwar...	24.01.2019			OESCHP	OESCHP	NRO
	0200003788	1110	02.02.2019	COLT Technology S...	02.02.2019			OESCHP	OESCHP	NRO
	0200003785	1110	01.01.2019	CenturyLink Commu...	31.01.2019			OESCHP	OESCHP	NRO





- 'Show log': Displays the log for the invoice in the lower right window
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

Wartend auf Kontierung/				(93)						
	0200000023	2600	27.08.2018	PanGas AG Hauptsitz	26.09.2018					
	0200000015	2600	06.02.2019	Oerlikon Surface Sol...	08.03.2019					
	0200000012	2600	24.01.2019	Advanced Energy I...	23.02.2019					
	0200000011	2600	24.01.2019	Advanced Energy I...	23.02.2019					
	0200002530	1240	07.01.2019	Schindler Aufzüge AG	06.02.2019					
	0200003791	1110	07.01.2019	MondayCoffee AG	07.01.2019					
	0200003790	1110	07.02.2019	Schweizer Lunch-C...	07.02.2019					
	0200003789	1110	24.01.2019	novaCapta Softwar...	24.01.2019					
	0200003786	1110	02.02.2019	COLT Technology S...	02.02.2019					
	0200003785	1110	01.01.2019	Ce...	31.01.2019					
	0200003784	1110	16.01.2019	Sw...	15.02.2019					
	0200003783	1110	01.01.2019	Equinix (Germany) ...	31.01.2019					

### 2.F.5 Category 'Pre-recorded MM'

Elektronischer Rechnungseingang										
Aktualisieren		Einstellungen								
Nach Priorität		Direkt								
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶	Nicht vollständig									()
▶	Wartend auf Kontierung/Gener									(93)
▶	Vorerfasst (MM)									(4)
•	5105713971	2700	15.01.2019	joke Technology GmbH	29.01.2019			4500363973	AMB	
•	5105713988	DE01	05.10.2018	Quadro Office	04.11.2018			4500364305	B11	
•	5105713991	DE01	15.11.2018	Phoenix Contact GmbH&C...	05.12.2018			4500364450	B11	
•	5105713995	2600	19.02.2019	Oerlikon Balzers Coating G...	19.02.2019			4500364457		
▶	Kontiert und Genehmigt									(7)
▶	Anzahlungen									(1)
▶	Vorrübergehend ausgelagert									(1)
▶	Nicht bezahlte Rechnungen									()
▶	Gebucht									()

Possible icons for this section:

- 
 : Only for invoices with order reference. The WE is posted for all purchasing items.
- 
 : Only for invoices with order reference. WE is booked, but not for all purchasing items. (partly booked WE).
- 
 : Only for invoices with order reference. No WE-related offsetting. Therefore, it can be pre-recorded unabh. from WE.
- 
 : Workflow for MM completed. Please check the comments. If necessary, you can now post the invoice via MIRO.

### 2.F.6 Context Menu Category 'Pre-entered MM'

Elektronischer Rechnungseingang										
Aktualisieren		Einstellungen								
Nach Priorität		Direkt								
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶	Vorerfasst (MM)									(4)
•	5105713991	DE01	15.11.2018	Phoenix Contact G...	05.12.2018			4500364450	B11	
•	5105713988	DE01	05.10.2018	Quadro Office	04.11.2018			4500364305	B11	
•	5105713971	2700	15.01.2019	joke Technology G...	29.01.2019			4500363973	AMB	
•	5105713995	2600	19.02.2019	Oerlikon Balzers Co...	19.02.2019			4500364457		SCA

Protokoll anzeigen

Zurück nach Rubrik 'Nicht vollständig'

Reservierung aufheben

Reservieren für ▶ 'KAP'

- 'Show log': Displays the log for the invoice in the lower right window
- 'Back to 'Not complete' section. This deletes the pre-entered document for the MIRO and then moves the invoice back to the 'Incomplete' section. The processing window opens on the right (see Processing 'Incomplete invoices' ).
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

Wartend auf Kontierung/		(93)		
• 0200000023	2600	27.08.2018	PanGas AG Hauptsitz	26.09.2018
• 0200000015	2600	06.02.2019	Oerlikon Surface Sol...	08.03.2019
• 0200000012	2600	24.01.2019	Advanced Energy I...	23.02.2019
• 0200000011	2600	24.01.2019	Advanced Energy I...	23.02.2019
• 0200002530	1240	07.01.2019	Schindler Aufzüge AG	06.02.2019
• 0200003791			DayCoffee AG	07.01.2019
• 0200003790			weizer Lunch-C...	07.02.2019
• 0200003789				24.01.2019
• 0200003786				02.02.2019
• 0200003785	1110	01.01.2019	Ce	31.01.2019
• 0200003784	1110	16.01.2019	Sw	15.02.2019
• 0200003783	1110	01.01.2019	Equinix (Germany) ...	31.01.2019

Protokoll anzeigen

Reservierung aufheben

Reservieren für ▶


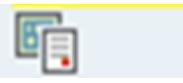
- 'KBE'
- 'EBM'
- 'KAP'



### 2.F.7 'Account assigned and approved' heading

Elektronischer Rechnungseingang										
Aktualisieren		Einstellungen								
Nach Priorität		Direkt								
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶	Nicht vollständig			( )						
▶	Wartend auf Kontierung/Gener			(93)						
▶	Vorerfasst (MM)			(4)						
▶	Kontiert und Genehmigt			(7)						
•	0200000007	2700	22.10.2018	DHL Express Germany GmbH	29.10.2018					
•	0200000009	2600	04.02.2019	PanGas AG Hauptsitz	06.03.2019					
•	0200000010	2700	22.10.2018	Marko Morbitzer	21.11.2018					
•	0200003708	1110	30.10.2018	UPS United Parcel Service	29.11.2018					NRO
•	0200003717	1110	27.11.2018	Elips Versicherung AG	26.01.2019					NRO
•	0200003718	1110	27.11.2018	Elips Versicherung AG	26.01.2019					NRO
•	0200003719	1110	08.12.2018	Concordia	07.01.2019					NRO

Possible icons for this section:

- 
 : Approved and accounted invoice is a credit note. It can now be booked.
- 
 : Approved and accounted invoice is a «normal invoice». It can now be booked.

#### 2.F.7.a Context Menu Category 'Account Assigned and Approved'

▶	Kontiert und Genehmigt			(7)						
•	0200000010	2700	22.10.2018	Marko Morbitzer	21.11.2018					
•	0200000007	2700	22.10.2018	DHL Express Germa...	29.10.2018					
•	0200000009	2600	04.02.2019	PanGas AG Hauptsitz	06.03.2019					
•	0200003719	1110	08.12.2018	Concordia	07.01.2019					NRO
•	020000371			g AG	26.01.2019					NRO
•	020000371			g AG	26.01.2019					NRO
•	020000370			l S...	29.11.2018					NRO
▶	Anzahlungen									
▶	Vorrübergehen									
▶	Nicht bezahlte Rechnung			( )						
•	Gebucht			( )						

- 'Show log': Displays the log for the invoice in the lower right window
- 'Back to 'Not complete' section. This deletes the pre-entered FI document and then moves the invoice back to the 'Incomplete' section. The processing window opens on the right (see Processing 'Incomplete invoices' ).
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

## 2.F.8 'Deposits' section

Elektronischer Rechnungseingang										
Aktualisieren		Einstellungen								
Nach Priorität		Direkt								
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶	Nicht vollständig			( )						
▶	Wartend auf Kontierung/Gener			(93)						
▶	Vorerfasst (MM)			(4)						
▶	Kontiert und Genehmigt			(7)						
▼	Anzahlungen			(1)						
•	0000000843	2600	12.11.2018	Kubeg AG	12.12.2018					SCA
▶	Vorrübergehend ausgelagert			(1)						
▶	Nicht bezahlte Rechnungen			( )						
▶	Gebucht			( )						

## 2.F.9 Context Menu Category 'Deposits'

▼	Anzahlungen			(1)						
•	000000				12.11.2018					SCA
▶	Vorrüberge									
▶	Nicht bezal									
•	Gebucht									

- Protokoll anzeigen
- Zurück nach Rubrik 'Nicht vollständig'
- Verschieben in Rubrik 'Vorrübergehend au
- Verschieben in Rubrik 'Nicht bezahlte Re
- Reservierung aufheben
- Reservieren für ▶

- 'Show log': Displays the log for the invoice in the lower right window
- 'Back to 'Not complete' section. The invoice will be moved back to the 'Incomplete' section. The processing window opens on the right (see Processing 'Incomplete invoices' ).
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

### 2.F.10 'Temporarily outsourced' heading

**Elektronischer Rechnungseingang**

Aktualisieren | Einstellungen

Nach Priorität | Direkt

Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶	Nicht vollständig			( )						
▶	Wartend auf Kontierung/Genel			(93)						
▶	Vorerfasst (MM)			(4)						
▶	Kontiert und Genehmigt			(7)						
▶	Anzahlungen			(1)						
▶	Vorrübergehend ausgelagert			(1)						
•	DE02-00011	DE02	12.11.2018	ATM GmbH	12.11.2018			4500364438	B13	
▶	Nicht bezahlte Rechnungen			( )						

### 2.F.11 Context Menu Category 'Temporarily outsourced'

▶	Vorrübergehend ausgelagert			(2)						
•	DE02-00011	DE02	12.11.2018	ATM GmbH	12.11.2018			4500364438	B13	
•	124-0			STAUBUNG...	12.12.2018					NRO
▶	Nicht bez									
•	Gebucht									

- Protokoll anzeigen
- Zurück nach Rubrik 'Nicht vollständig'
- Verschieben in Rubrik 'Anzahlungen'
- Verschieben in Rubrik 'Nicht bezahlte Re
- Reservierung aufheben
- Reservieren für ▶

- 'Show log': Displays the log for the invoice in the lower right window
- 'Back to 'Not complete' section. The invoice will be moved back to the 'Incomplete' section. The processing window opens on the right (see Processing 'Incomplete invoices' ).
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

### 2.F.12 'Unpaid invoices' section

**Elektronischer Rechnungseingang**

Aktualisieren | Einstellungen

Nach Priorität & Direkt

Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶ Nicht vollständig				( )						
▶ Wartend auf Kontierung/Gener				(93)						
▶ Vorerfasst (MM)				(4)						
▶ Kontiert und Genehmigt				(7)						
▶ Anzahlungen				(1)						
▶ Vorrübergehend ausgelagert				(1)						
▶ Nicht bezahlte Rechnungen				( )						
▶ 20190225-2600										
▶ 20190308-2600										
• 0200000020		2600	12.02.2019	A. Vogt AG	12.02.2019					
• 5105713373		1110	01.01.2019	ACCENTURE AG	01.01.2019			4500359898		NRO
• 0200000015		2700	03.01.2019	AHP Merkle GmbH	03.01.2019					
• 0200000020		2700	06.02.2019	AKS - Anders Krane & Service	06.02.2019					
• 5105713696		1110	30.11.2018	ALLVISUAL AG	30.11.2018			4500360102		NRO
• 5105713695		1110	16.12.2018	ALLVISUAL AG	16.12.2018			4500360102		NRO
• 5105713694		1110	30.12.2018	ALLVISUAL AG	30.12.2018			4500360102		NRO
• 5105713693		1110	30.11.2018	ALLVISUAL AG	30.11.2018			4500350127		NRO

### 2.F.13 Context Menu Category 'Unpaid invoices'

▶ Nicht bezahlte Rechnung				( )						
▶ 20190225-2600										
▶ 20190308-2600										
• 5105713373		1110	01.01.2019	ACCENTURE AG	01.01.2019			4500359898		NRO
• 5105713696		1110	30.11.2018	ALLVISUAL AG	30.11.2018			4500360102		NRO
• 5105713695					16.12.2018			4500360102		NRO
• 5105713694					30.12.2018			4500360102		NRO
• 5105713693					30.11.2018			4500350127		NRO
• 0200000015					07.01.2019					NRO
• 0200000020					30.11.2018					NRO
• 0200000020					22.11.2018					NRO
• 5105713694					01.01.2019			4500353604		NRO
• 5105713693					30.11.2018			4500353608		NRO

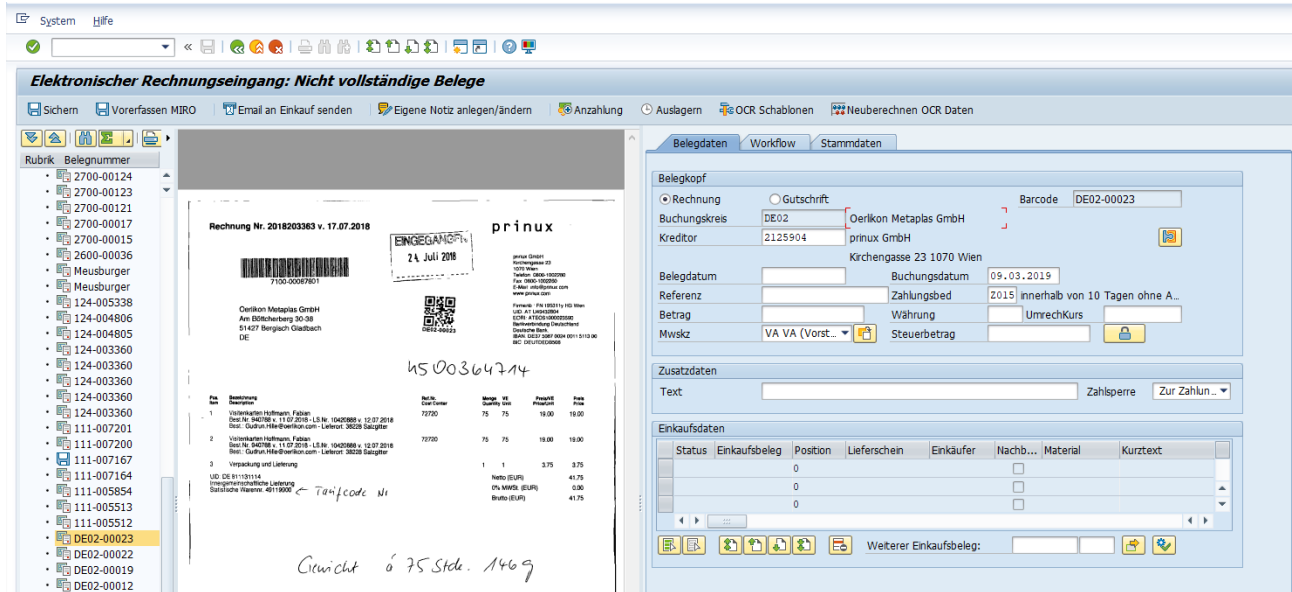
- 'Show log': Displays the log for the invoice in the lower right window
- Cancel your reservation. Invoices that are reserved for a specific user can be made accessible to everyone again.
- Reserve for. If invoices have not yet been reserved, an invoice can be registered for a specific user in this case.

## 2.F.14 Category 'Posted invoices'

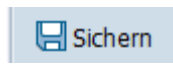
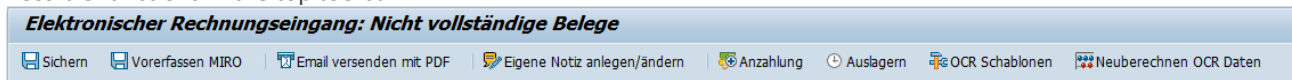
Elektronischer Rechnungseingang										
Aktualisieren   Einstellungen										
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	S...	Sk.%	Eink./Gen	EKG/Gen	ID
▶	📁 Nicht vollständig			(0)						
▶	📁 Wartend auf Kontierung/Gene			(93)						
▶	📁 Vorerfast (MM)			(4)						
▶	📁 Kontiert und Genehmigt			(7)						
▶	📁 Anzahlungen			(1)						
▶	📁 Vorrübergehend ausgelagert			(1)						
▶	📁 Nicht bezahlte Rechnungen			(0)						
•	📁 Gebucht			(0)						

### 3. Completing the supporting documents

Documents from the 'Incomplete' category must first be completed before they can be further processed. Start the invoice from the section by double-clicking.

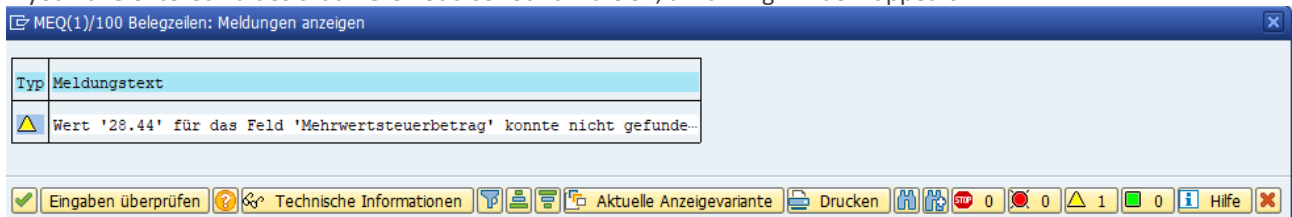


Possible functions in the top toolbar:



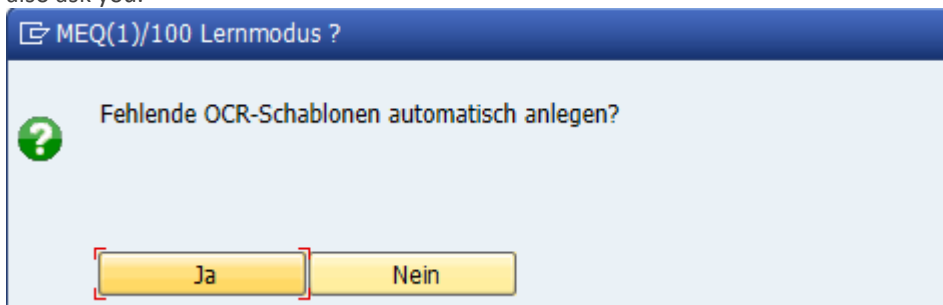
You can save your entries in the mask at any time, as long as there are no more input errors (e.g. all mandatory fields not filled).

If you have entered values that were not also found via OCR, a warning window appears:



See below subchapter 'OCR: Warning window when saving'.

If you complete an invoice for a supplier for whom data has never been collected before, the OCR learning module will also ask you.



Always enter 'Yes' here. Only in exceptional cases, if the system repeatedly wants to create the missing OCR templates for one and the same supplier, enter 'No'. In this case, the OCR Stencil Designer must be called to manually create the templates for this supplier.

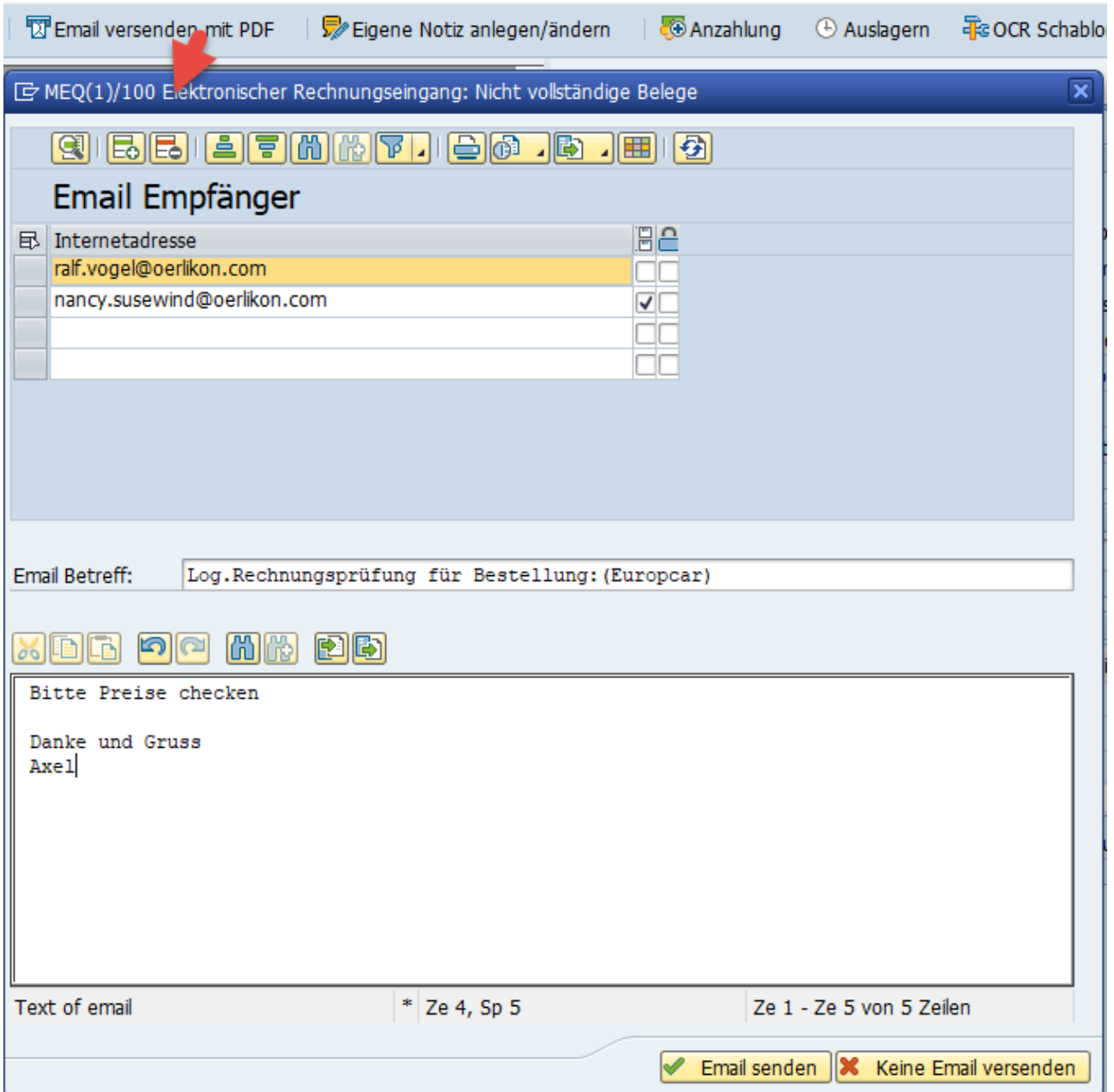
### Vorerfassen MIRO

Only for invoice with order reference. The invoice is then pre-entered. The SAP standard transaction 'MIRO' opens in a new window. See Chapter 5 'Pre-recorded (MM)'.

If you have entered values that were not also found via OCR, a warning window appears. See below subchapter 'OCR: Warning window when saving'.

### Email versenden mit PDF

If you see problems with this invoice (e.g. 'Prices are incorrect' or 'Wrong supplier') you can send an email from the calculation book.



The screenshot shows the 'Email versenden mit PDF' dialog box in SAP. The window title is 'MEQ(1)/100 Elektronischer Rechnungseingang: Nicht vollständige Belege'. The 'Email Empfänger' table lists the following email addresses:

Internetadresse		
ralf.vogel@oerlikon.com	<input type="checkbox"/>	<input type="checkbox"/>
nancy.susewind@oerlikon.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

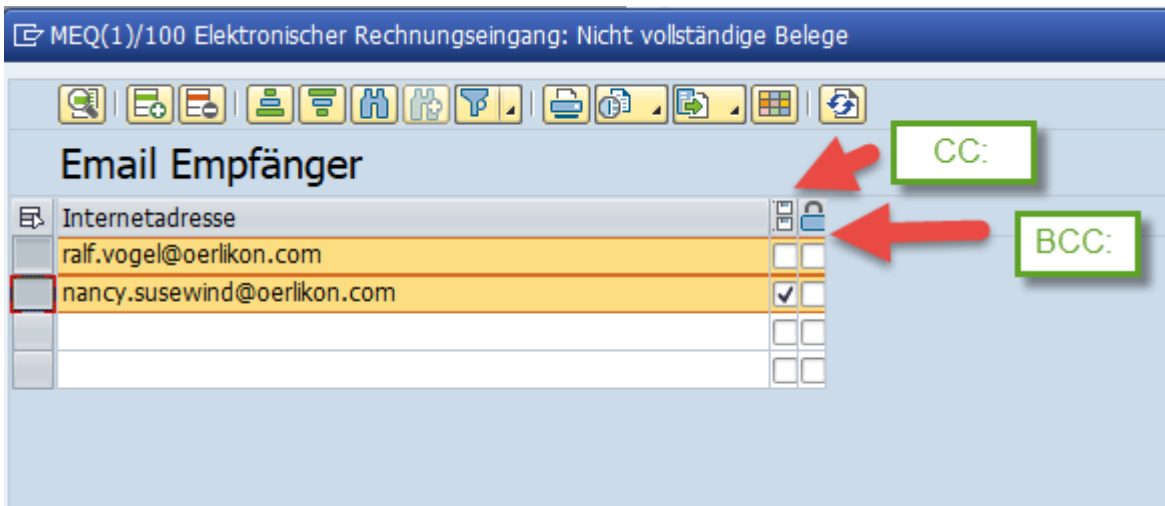
The 'Email Betreff' field contains: Log.Rechnungsprüfung für Bestellung: (Europcar)

The email body text is: Bitte Preise checken  
Danke und Gruss  
Axel

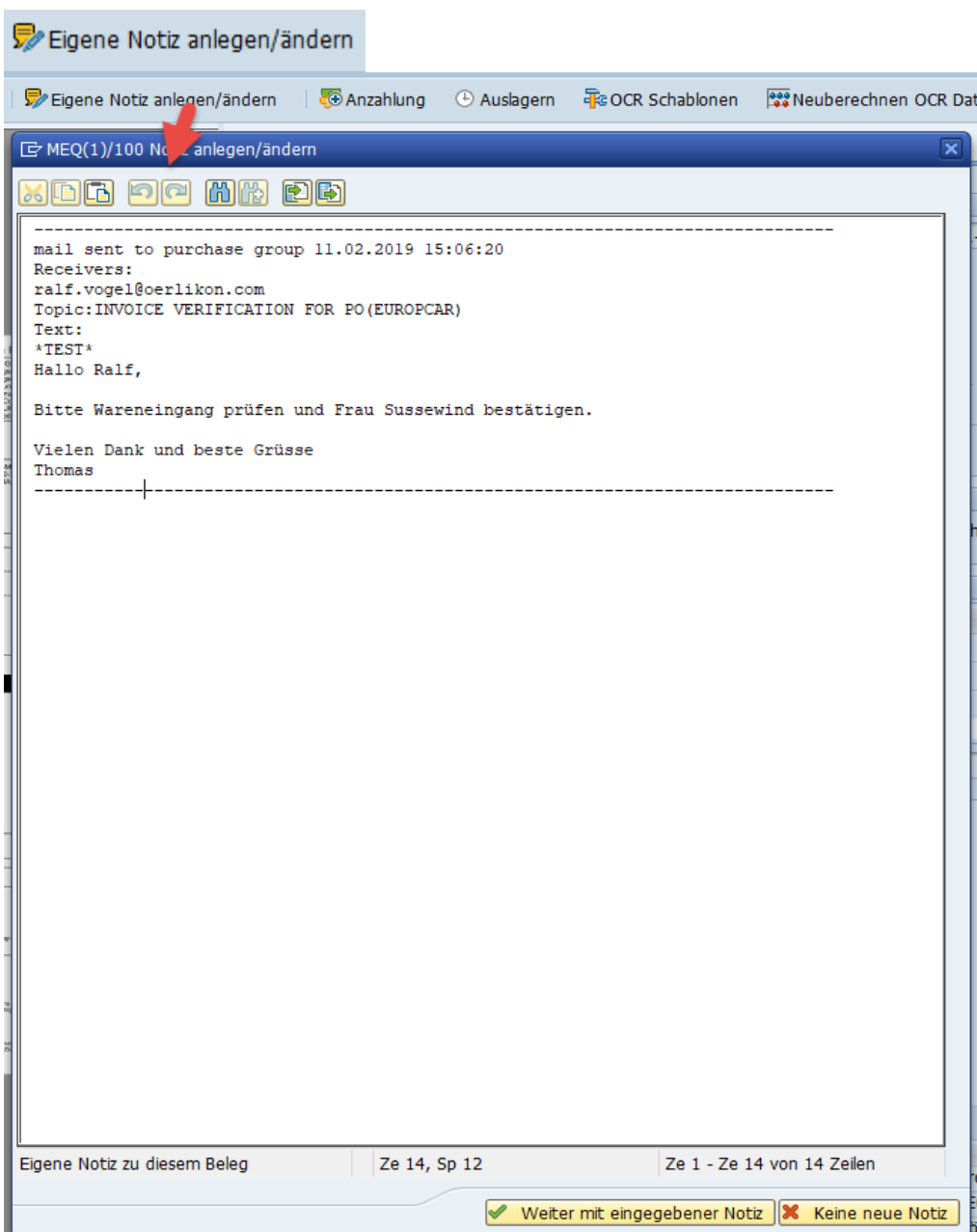
At the bottom, there are two buttons:  Email senden and  Keine Email versenden.

The program suggests a series of email addresses, which are determined by the purchaser for purchase documents. In addition, email addresses can also be added via customizing.

You must first select the email address(es) and then send the email.



The 2 columns checkboxes only mean whether the recipient receives the email as CC: or even as BCC: (please use BCC: only for exceptions).





### Anzahlung

This function moves the opened invoice to the 'Deposit' section and the window for the deposit opens on the right. See chapter 'Deposit'

### Auslagern

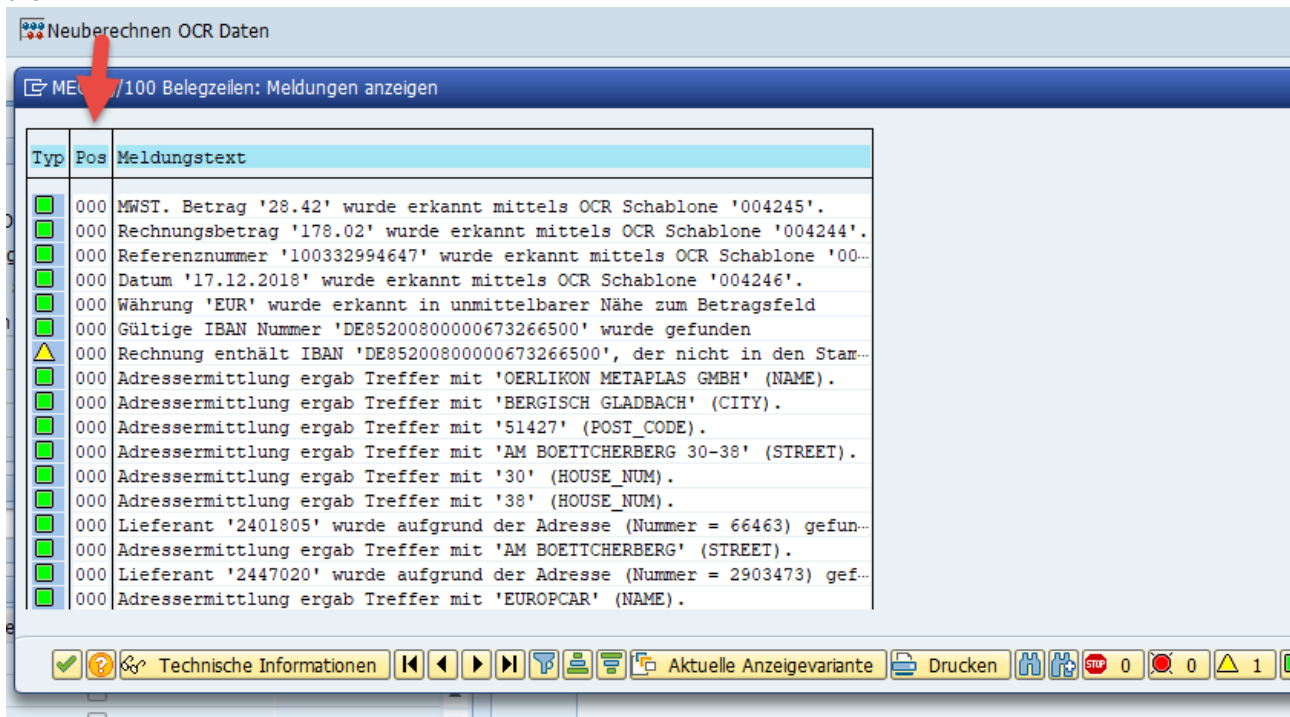
This function moves the opened invoice to the category 'Temporarily outsourced' and the window for 'Temporarily outsourced' opens on the right. See chapter 'Temporarily outsourced'

### OCR Schablonen

This function is only necessary if fields are repeatedly filled empty or incorrectly during automatic recognition. The OCR stencil designer opens. See chapter 'OCR Stencil Designer'.

### Neuberechnen OCR Daten

If you have changed OCR templates manually using the Designer Tool or if master data from suppliers has been changed, you can have the OCR data recalculated. The program then first empties all fields and then recalculates them.



The screenshot shows the 'Neuberechnen OCR Daten' window. The title bar reads 'ME / 100 Belegseiten: Meldungen anzeigen'. The main area contains a table with the following columns: Typ, Pos, and Meldungstext. The table lists various OCR results, including tax amounts, reference numbers, dates, currencies, and addresses. A red arrow points to the window title.

Typ	Pos	Meldungstext
000	000	MWST. Betrag '28.42' wurde erkannt mittels OCR Schablone '004245'.
000	000	Rechnungsbetrag '178.02' wurde erkannt mittels OCR Schablone '004244'.
000	000	Referenznummer '100332994647' wurde erkannt mittels OCR Schablone '00...
000	000	Datum '17.12.2018' wurde erkannt mittels OCR Schablone '004246'.
000	000	Währung 'EUR' wurde erkannt in unmittelbarer Nähe zum Betragsfeld
000	000	Gültige IBAN Nummer 'DE85200800000673266500' wurde gefunden
000	000	Rechnung enthält IBAN 'DE85200800000673266500', der nicht in den Stam...
000	000	Adressermittlung ergab Treffer mit 'OERLIKON METAPLAS GMBH' (NAME).
000	000	Adressermittlung ergab Treffer mit 'BERGISCH GLADBACH' (CITY).
000	000	Adressermittlung ergab Treffer mit '51427' (POST_CODE).
000	000	Adressermittlung ergab Treffer mit 'AM BOETTCHERBERG 30-38' (STREET).
000	000	Adressermittlung ergab Treffer mit '30' (HOUSE_NUM).
000	000	Adressermittlung ergab Treffer mit '38' (HOUSE_NUM).
000	000	Lieferant '2401805' wurde aufgrund der Adresse (Nummer = 66463) gefun...
000	000	Adressermittlung ergab Treffer mit 'AM BOETTCHERBERG' (STREET).
000	000	Lieferant '2447020' wurde aufgrund der Adresse (Nummer = 2903473) gef...
000	000	Adressermittlung ergab Treffer mit 'EUROPCAR' (NAME).

The bottom toolbar contains icons for: Technische Informationen, navigation arrows, Aktuelle Anzeigevariante, Drucken, and status indicators (STOP, 0, 1).

This function is also used to detect whether master data is recognized correctly. The bank data is also compared.

### 3.A Complete in detail

The screenshot shows the SAP invoice entry interface with the following data:

**Belegkopf**

- Rechnung (selected), Gutschrift
- Barcode: DE01-00009
- Buchungskreis: DE01, OBC Germany GmbH - BDE
- Kreditor: 2103247, Europcar Autovermietung GMBH (marked with 1)
- Address: Tangstedter Landstraße 81 22415 Hamburg
- Belegdatum: 17.12.2018, Buchungsdatum: 31.12.2018
- Referenz: 100332994647, Zahlungsbed: 2020, innerhalb von 14 Tagen ohne A...
- Betrag: 178.02, Währung: EUR, UmrechKurs
- Mwskz: VA VA (Vorst...), Steuerbetrag: 28.42 (marked with 2)

**Zusatzdaten**

- Text: Test Rechnung AS
- Zahlsperre: Zur Zahlun...






**Einkaufsdaten**

Status	Einkaufsbeleg	Position	Lieferschein	Einkäufer	Nachb...	Material	Kurztext
		0			<input type="checkbox"/>		
		0			<input type="checkbox"/>		
		0			<input type="checkbox"/>		

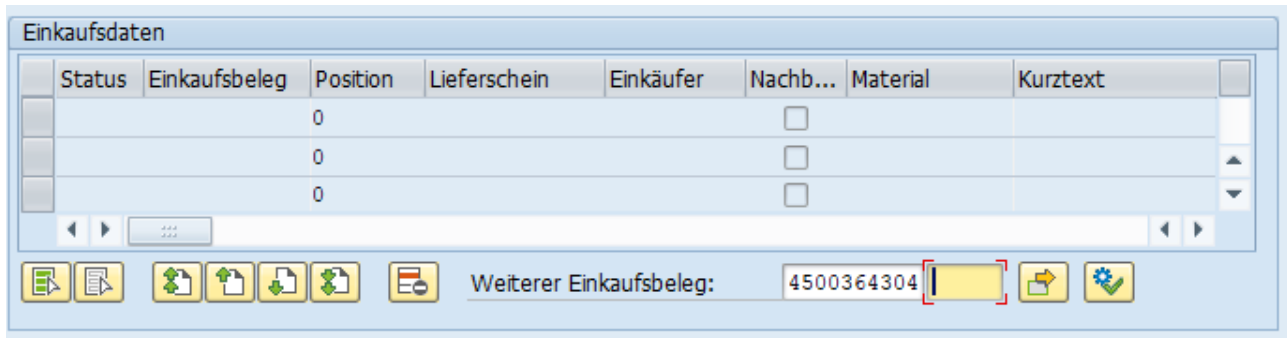
Buttons at the bottom: Weiterer Einkaufsbeleg: (marked with 3), (marked with 4)



The completion of the fields is largely self-explanatory.

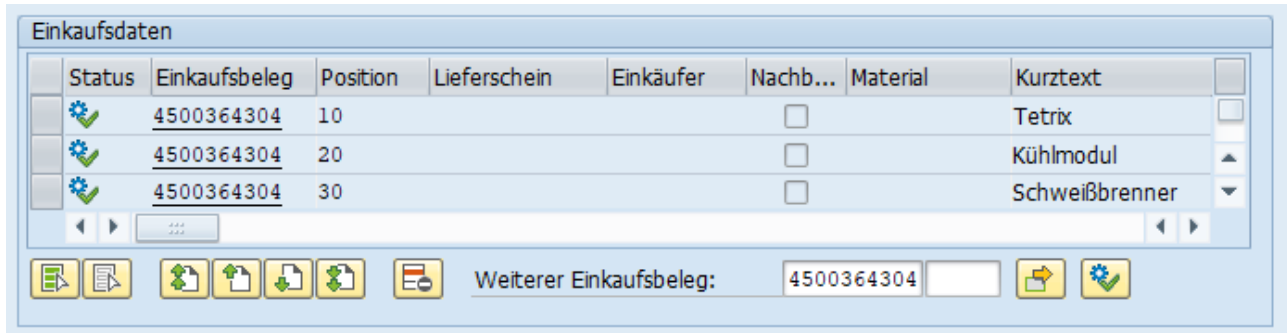
There are a few special features to consider.

- (1) If many invoices have already been processed for a supplier, OCR recognition may often have several values for a field to choose from. The value that has the greatest probability is then taken. Such fields can be recognized by a presented 
- (2) The VAT amount is always specified by default. Either the OCR recognition has already recognized it or the user can enter the value there. However, if you want the VAT amount to always be calculated using the SAP VAT code, click on the lock 
- The field is no longer ready for input  Steuerbetrag 28.42
- (3) If order numbers were not recognized on the invoice, you can add them manually. By clicking on  all items of the order that you have specified under Purchase Receipt, are added.
- (4) By clicking on  only the positions with booked WE are added.






### 3.A.1 Add purchase order lines



Click on the buttons  or  add the order items



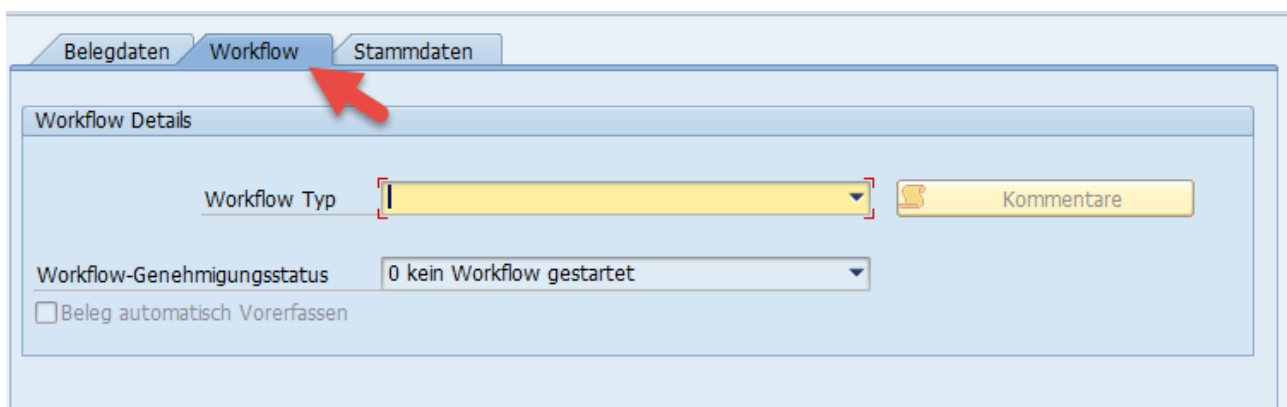
The status field can accept several icons:

- -  : WE is booked. You can pre-enter the invoice for MIRO.
- -  : Position is already settled. In this case, you can only make a subsequent charge. If you wish, click on the tick for subsequent debiting and start the pre-entry. Press the button 'Pre-enter MIRO'.
- -  : WE is not booked yet. You also cannot pre-enter this invoice because GR-related settlement is required.
- -  : WE is not booked yet. However, no WE is required according to the order. Specifically. You can pre-enter the invoice.
- -  : WE is not booked yet. According to the order, a WE must be made. However, the billing is not WE-related. Specifically. You can pre-enter the invoice.

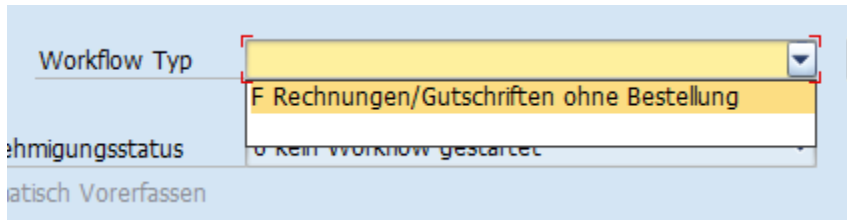
### 3.A.2 Prepare invoice for approval in workflow

For invoices without purchase order reference, an approval workflow is usually started.

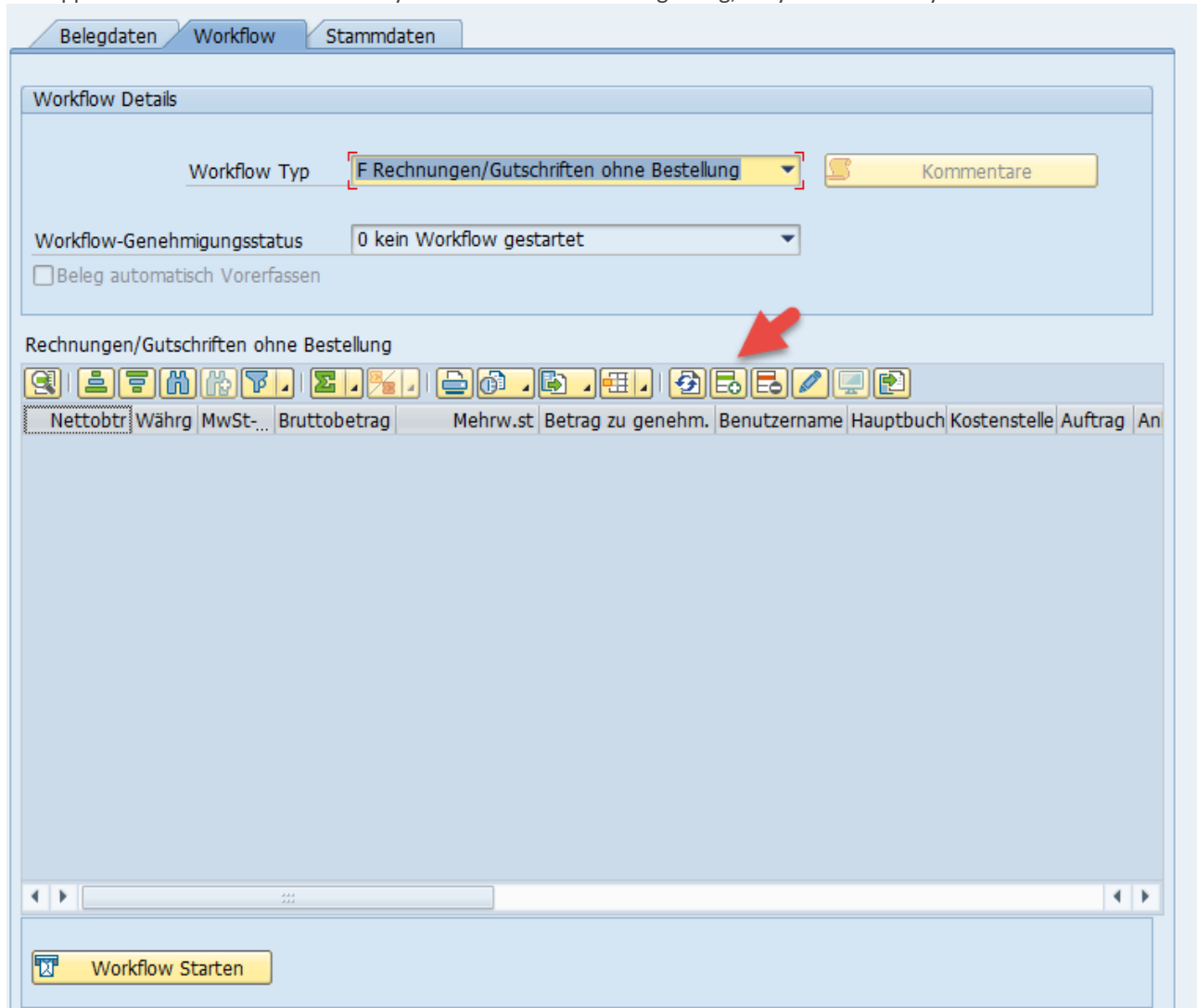
By clicking on the tab 'Workflow' you get to the preparation mask for the workflow.




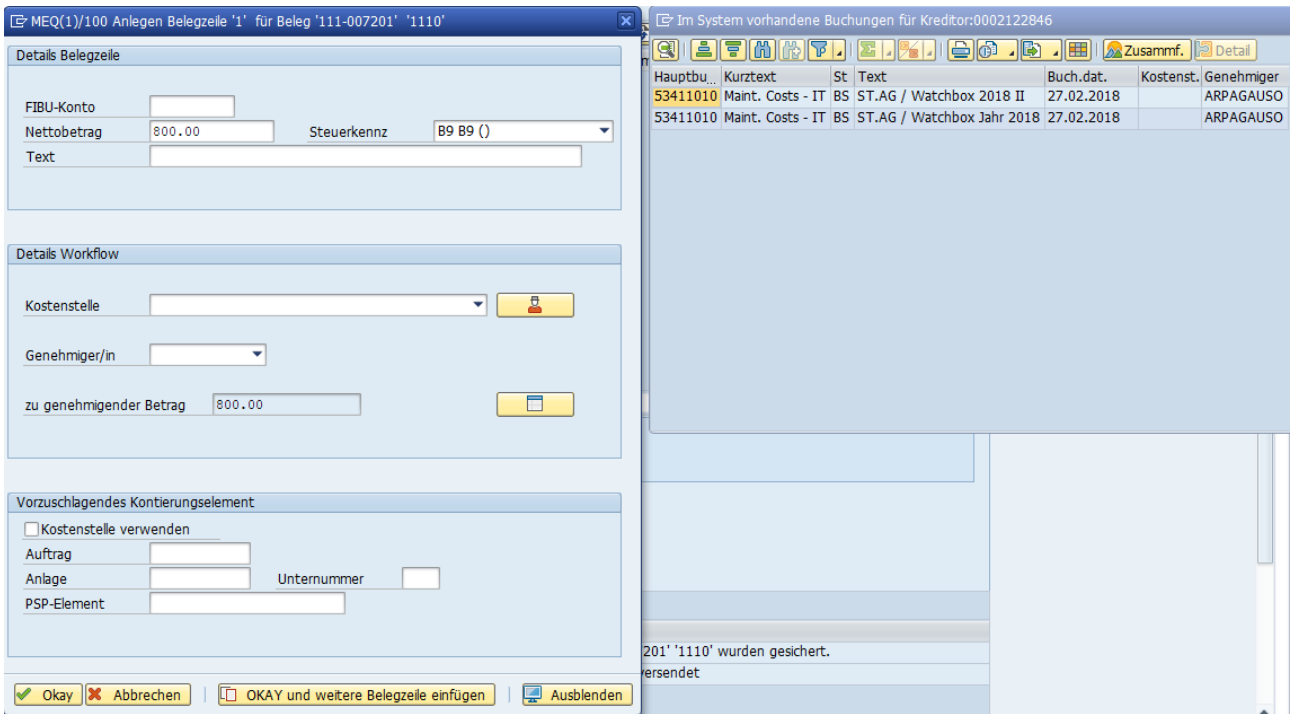
First, you need to select the workflow types.



The application for document line entry is now started. At the beginning, they do not see any item recorded in the list.



By clicking on the icon , the entry for a document line is started.  
2 windows will open.




The input mask for the first document line, which you can now enter, appears in the left window. At the same time, the 'Suggestion window' appears to the right of it. The proposal window lists all postings for this supplier that exist in the system. By double-clicking you can select the previously used fields for:

- Financial accounting account
- Tax
- Cost center
- Approver

as template values. Of course, you can also re-enter all fields if the default values would not fit this calculation anyway.

Now to the other functions offered in this mask:

-  : Allows you to directly select the combination Approver/OM cost center


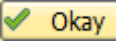
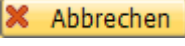
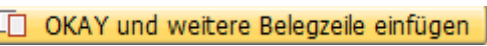
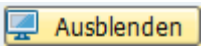
Wählen Sie bitte die Person / Kostenstelle aus (1) 61 Einträge gefunden


Einschränkungen

Benutzername	Vollständiger Name	Kostenst.	Bezeichnung
AESCHLIMANNM	Aeschlimann, Mandy	1110710	Management
AESCHLIMANNM	Aeschlimann, Mandy	1110720	Project Management
SAP_ANGARAR	Angara, Ram	1110710	Management
ARPAGAUSO	Arpagaus, Olivier	1110710	Management
BECKK	Beck, Karin	1110710	Management
BORERR	Borer, Ruwen	1110710	Management
BORERR	Borer, Ruwen	1110733	Networks
SAP_BRUNOLDP	Brunold, Patrick	1110710	Management
CAVIEZELR	Caviezal, Roland	1110735	Application Hosting
DAOT	Dao, Sang	1110731	Server Platforms
DAOT	Dao, Sang	1110710	Management
FITZELS	Fitzel, Stefan	1110710	Management
GISLERD	Gisler, Daniel	1110750	Security & Data Comp
GRUTSCHA	Grutsch, Alex	1110710	Management
HERRMANNO	Herrmann, Olivia	1110710	Management
ITENE	Iten, Elmar	1110725	M&A Projects
MALSINERM	Malsiner, Mario	1110720	Project Management
MONTEF	Monte, Fabrizio	1110710	Management
NIJLANDR	Nijland, Robert	1110710	Management
OESCHP	Oesch, Pascal	1110731	Server Platforms
OESCHP	Oesch, Pascal	1110732	Infrastructure Serv

61 Einträge gefunden

By double-clicking you select the person with the corresponding OM cost center. The OM cost center does not necessarily have to be used as an account assignment element. It serves here more as an organizational grouping element. The workflow competencies are then stored in the OM for this cost center (more precisely, position).

-  : Restore suggestion window. Occasionally, the suggestion window is no longer visible. This can happen if, for example, you worked on a 2 screen system the last time and moved the suggestion window to the additional screen. But now you are working on a one-screen system and the suggestion window is no longer displayed.
-  : Accept all data for this document line. You are returned to the overview of the document lines.
-  : Cancel the entry for this document line. You are returned to the overview of the document lines.
-  : Accept all data for this document line. You remain in the mask and can immediately enter a new document line.
-  : The capture mask is hidden because it is placed just above the PDF. This useful function is necessary so that you can look again in the PDF for the individual values for the positions.

If you want to return to the input mask, press the button in the list .


**Workflow Details**

Workflow Typ: F Rechnungen/Gutschriften ohne Bestellung Kommentare

Workflow-Genehmigungsstatus: 0 kein Workflow gestartet

Beleg automatisch Vorerfassen

**Rechnungen/Gutschriften ohne Bestellung**



Nettobtr | Währg | MwSt-... | Bruttobetrag | Mehrw.st | Betrag zu genehm. | Benutzername | **Hauptbuch** | Kostenstelle | Auftrag | An

Then the input window appears again for the document line.

MEQ(1)/100 Anlagen Belegzeile '1' für Beleg '111-007201' '1110'


**Details Belegzeile**

FIBU-Konto: 53411010 Maintenance costs - IT


Nettobetrag: 800.00 Steuerkennz: BS BS (Import Dienstleis...)

Text: Test AS

**Details Workflow**

Kostenstelle: 1110710 ( Management ) 

Genehmiger/in: ARPAGAUSSO ...

zu genehmigender Betrag: 800.00 

**Vorzuschlagendes Kontierungselement**

Kostenstelle verwenden

Auftrag:

Anlage:  Unternummer:

PSP-Element:

Okay | Abbrechen | OKAY und weitere Belegzeile einfügen | Ausblenden

When you have finished entering the line(s), you will be returned to the overview.

Belegdaten Workflow Stammdaten

Workflow Details

Workflow Typ: F Rechnungen/Gutschriften ohne Bestellung Kommentare

Workflow-Genehmigungsstatus: 0 kein Workflow gestartet

Beleg automatisch Vorerfassen

Rechnungen/Gutschriften ohne Bestellung

Σ	Nettobtr	Währg	MwSt-...	Σ	Bruttobtr	Σ	Mehrw.st	Hauptbuch	Kostenstelle	Auftrag	Anlage	UNr.	PSP-...	Benutzername
	800.00	EUR	BS		800.00		0.00	53411010	1110710					AESCHLIMAN...
■	<b>800.00</b>	<b>EUR</b>		■	<b>800.00</b>	■	<b>0.00</b>							

Workflow Starten

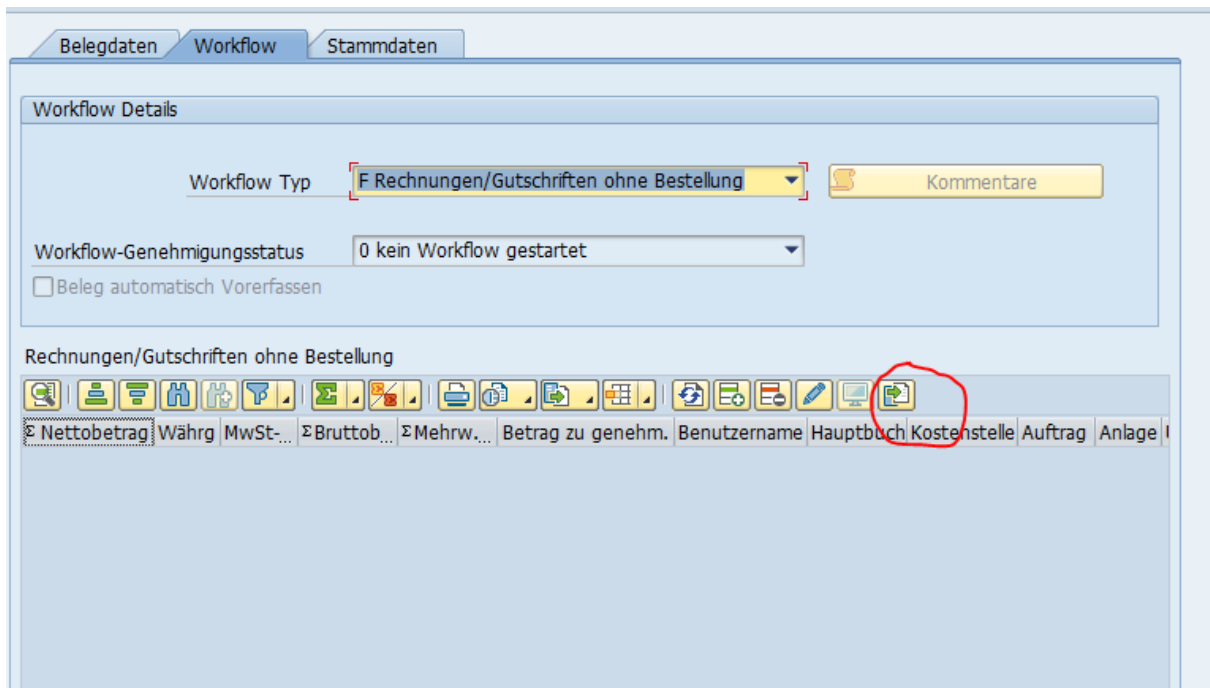
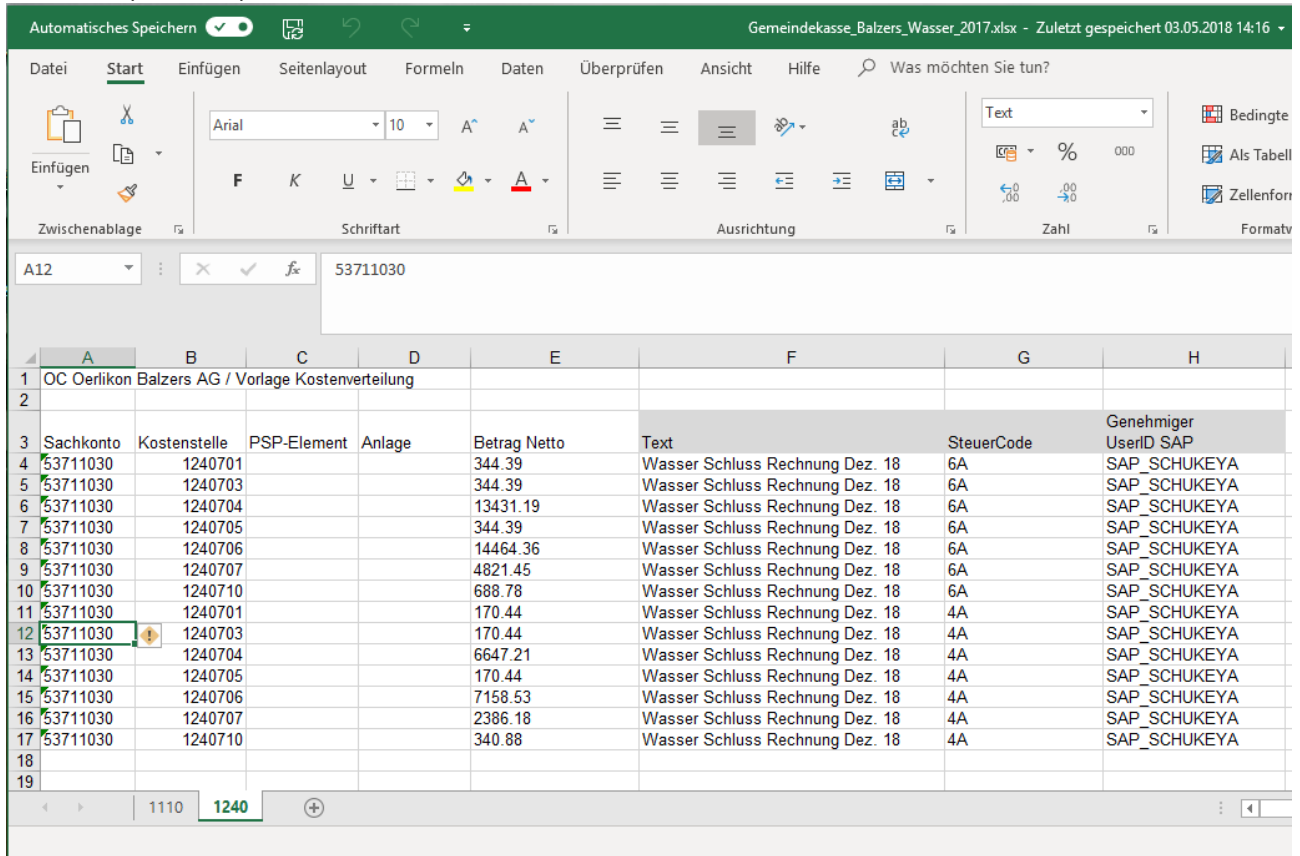
You can now start the workflow directly or save the entries first.



### 3.A.3 Import of document lines via Excel Import Filter

For invoices where a large number of document lines have to be created, it is recommended to work with Excel templates.

As an example, a template for the water costs at OBAG serves here.

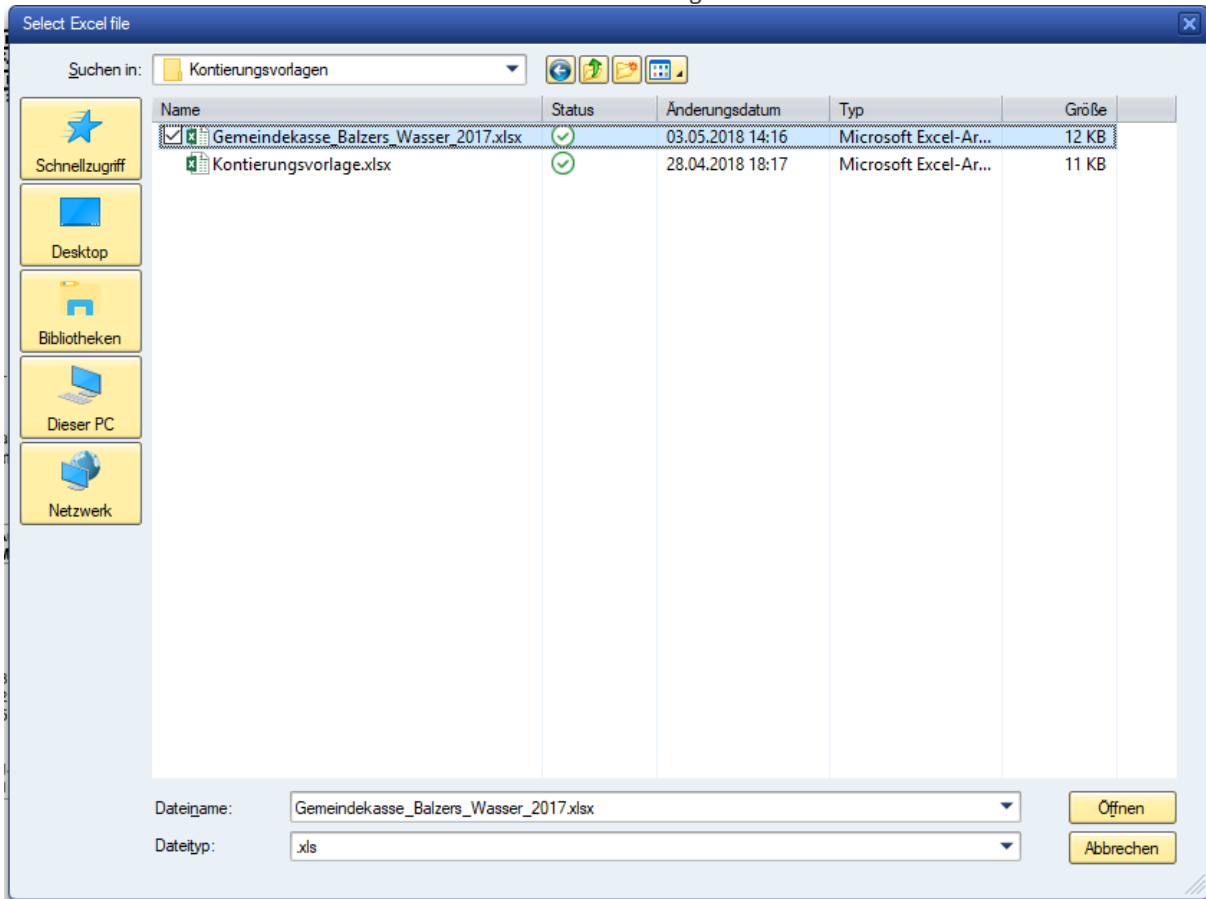


Click on the import button

A list of possible templates would now appear here. At the moment there is only one:



Confirm this and then the Excel file with the actual account assignment data must be selected:



Click 'Open' to import the Excel file. After 5 – 10 seconds, the lines are loaded.

**Workflow Details**

Workflow Typ: F Rechnungen/Gutschriften ohne Bestellung Kommentare

Workflow-Genehmigungsstatus: 0 kein Workflow gestartet

Beleg automatisch Vorerfassen

**Rechnungen/Gutschriften ohne Bestellung**

Σ Nettobetrag	Währung	MwSt-Kz	Σ Bruttobtr	Σ Mehrwertsteuer	Betrag zu genehm.	Benutzername	Hauptbuch	Kostens
344.39	CHF	6A	353.00	8.61	344.39	SAP_SCHUK...	53711030	124070
344.39	CHF	6A	353.00	8.61	344.39	SAP_SCHUK...	53711030	124070
13,431.19	CHF	6A	13,766.96	335.77	13,431.19	SAP_SCHUK...	53711030	124070
344.39	CHF	6A	353.00	8.61	344.39	SAP_SCHUK...	53711030	124070
14,464.36	CHF	6A	14,825.96	361.60	14,464.36	SAP_SCHUK...	53711030	124070
4,821.45	CHF	6A	4,941.99	120.54	4,821.45	SAP_SCHUK...	53711030	124070
688.78	CHF	6A	706.00	17.22	688.78	SAP_SCHUK...	53711030	124071
170.44	CHF	4A	184.08	13.64	170.44	SAP_SCHUK...	53711030	124070
170.44	CHF	4A	184.08	13.64	170.44	SAP_SCHUK...	53711030	124070
6,647.21	CHF	4A	7,178.98	531.77	6,647.21	SAP_SCHUK...	53711030	124070
170.44	CHF	4A	184.08	13.64	170.44	SAP_SCHUK...	53711030	124070
7,158.53	CHF	4A	7,731.20	572.67	7,158.53	SAP_SCHUK...	53711030	124070
2,386.18	CHF	4A	2,577.07	190.89	2,386.18	SAP_SCHUK...	53711030	124070
340.88	CHF	4A	368.15	27.27	340.88	SAP_SCHUK...	53711030	124071
<b>51,483.07</b>	<b>CHF</b>		<b>53,707.5...</b>	<b>2,224.48</b>				

Workflow Starten

You can now start the workflow directly, just as if you had entered all rows manually.

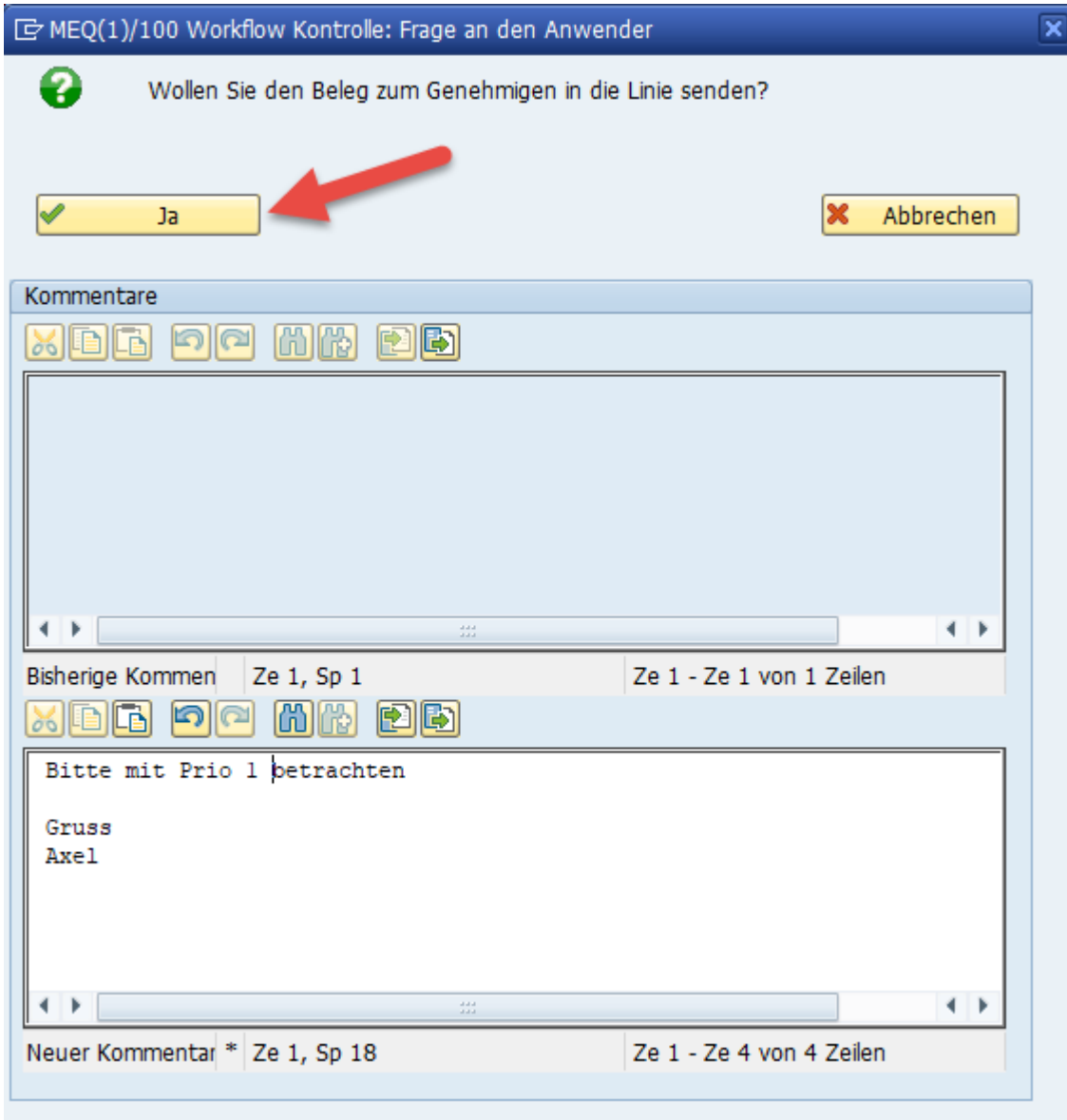
### 3.A.4 Start workflow

The workflow is started via the button 'Start workflow'.

A number of checks are still being carried out:

- Are all mandatory fields filled ?
- Can there be discrepancies in VAT ?

Then there is another window where you can create a comment:



The system will now pre-enter the invoice and then start the approval workflow.

You can also see this in the journal and in the protocol for this invoice.

Status	Aktion	Rub...	BuKr.	Belegnr	Jahr	Name 1	Geändert am	ÄndZeit	Text
		KO	1110	200003792	2019	Schindler Technik AG	10.03.2019	09:22:53	Rechnung wurde zur Genehmigung an die Linie gesendet.
		KO	2600	200000011	2019	Advanced Energy Industries, Inc	10.03.2019	09:19:30	Email wurde an Genehmiger 'KAISERP' (TO: attila.kez...
		KO	2600	200000012	2019	Advanced Energy Industries, Inc	10.03.2019	09:19:30	Email wurde an Genehmiger 'KAISERP' (TO: attila.kez...
		KO	2600	200000013	2019	MKS Instruments	10.03.2019	09:19:30	Email wurde an Genehmiger 'KAISERP' (TO: attila.kez...
		KO	2600	200000014	2019	MKS Instruments	10.03.2019	09:19:30	Email wurde an Genehmiger 'KAISERP' (TO: attila.kez...
		KO	2600	200000015	2019	Oerlikon Surface Solutions AG, Pfäf	10.03.2019	09:19:30	Email wurde an Genehmiger 'KAISERP' (TO: attila.kez...
		KO	2600	200000022	2019	Tri-Matic AG	10.03.2019	09:19:30	Email wurde an Genehmiger 'BERTSCHS' (TO: attila.ke...
		KO	2600	200000023	2019	PanGas AG Hauptsitz	10.03.2019	09:19:30	Email wurde an Genehmiger 'SAP_SCHUKEYA' (TO: at...
		KO	2600	5105714003	2019	Oerlikon Balzers Coating Germany Gm	10.03.2019	09:19:29	Aktivierungseinstellungen noch nicht gepflegt
			1240	124-003360	2019	Wyss Wassertechnik	09.03.2019	19:02:00	Daten zu Beleg '124-003360' '1240' wurden gesicher...
			1110	111-007164	2018	Concur Holdings (Netherlands) B.V.	09.03.2019	17:39:48	Daten zu Beleg '111-007164' '1110' wurden gesicher...
			2600	2600-00036	2018	CNC Mechanik AG	09.03.2019	17:22:55	Daten zu Beleg '2600-00036' '2600' wurden gesicher...
			DE01	DE01-00009	2019	Europcar	09.03.2019	17:10:43	Daten zu Beleg 'DE01-00009' 'DE01' wurden gesicher...
			2700	2700-00199	2019	Toshiba Tec Germany	09.03.2019	10:51:05	Daten zu Beleg '2700-00199' '2700' wurden gesicher...
		U2	1240	124-005495	2018	SE ENTSTAUBUNGS- +	09.03.2019	10:34:05	Beleg '124-005495' '1240' wurde in Rubrik 'Vorrüberg...
		MV	2600	5105713995	2019	Oerlikon Balzers Coating Germany Gm	09.03.2019	10:06:56	Dokument 5105713995 2600 wurde für User SAP_SC...
		U1	2600	843	2019	Kubeg AG	08.03.2019	18:42:49	Beleg '843' '2600' wurde in Rubrik 'Anzahlungen' vers...
		KO	1110	200002261	2018	Verizon Switzerland AG	08.03.2019	18:36:47	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...
		KO	1110	200002372	2018	Verizon Terremark	08.03.2019	18:36:47	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...
		KO	1110	200002535	2018	Verizon Switzerland AG	08.03.2019	18:36:47	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...
		KO	1110	200002645	2018	Verizon Terremark	08.03.2019	18:36:47	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...
		KO	1110	200002649	2018	Verizon Terremark	08.03.2019	18:36:47	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...
		KO	1110	200002857	2018	Verizon Terremark	08.03.2019	18:36:46	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...
		KO	1110	200002869	2018	VMware International Limited	08.03.2019	18:36:46	Email wurde an Genehmiger 'ARPAGAUSSO' (TO: attila...

Aktion	Geändert am	ÄndZeit	Benutzername	Text
	10.03.2019	09:22:53	SAP_SCHUKE...	Rechnung wurde zur Genehmigung an die Linie gesendet.
	10.03.2019	09:22:52	SAP_SCHUKE...	Beleg 200003792 1110 wurde vorerfaßt
	10.03.2019	09:22:52	SAP_SCHUKE...	Nettofälligkei am 22.01.2019 liegt in der Vergangenheit
	10.03.2019	09:20:01	SAP_SCHUKE...	Daten zu Beleg '111-007201' '1110' wurden gesichert.
	09.03.2019	19:37:53	SAP_SCHUKE...	Daten zu Beleg '111-007201' '1110' wurden gesichert.
	09.03.2019	19:06:56	SAP_SCHUKE...	Daten zu Beleg '111-007201' '1110' wurden gesichert.
	11.01.2019	09:26:43	ROHNERN	Email wurde erfolgreich versendet

The invoice has now moved in the hierarchy tree from the category 'Not complete' to the category 'Waiting for approval'.

### Elektronischer Rechnungseingang

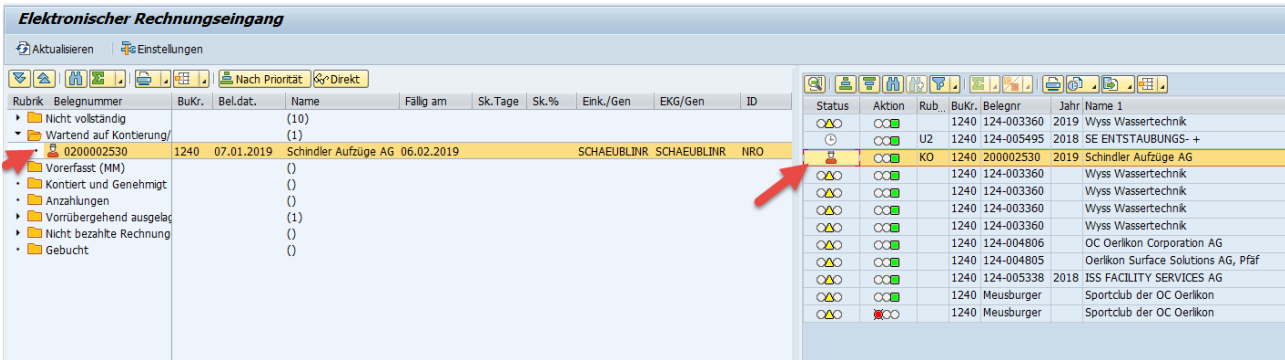
Aktualisieren | Einstellungen

Nach Priorität | Direkt

Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	Sk.Tage	Sk.%	Eink./Gen	EKG/Gen	ID
▶	Nicht vollständig (71)									
▼	Wartend auf Kontierung/ (94)									
•	0200003792	1110	08.01.2019	Schindler Technik AG	22.01.2019			AESCHLIMA...	AESCHLIMANM	NRO
•	0200003688	1110	03.12.2018	CNK & Associates LLP	02.01.2019			ARPAGAUSSO	ARPAGAUSSO	NRO
•	0200003675	1110	17.12.2018	CenturyLink Commu...	16.01.2019			ARPAGAUSSO	ARPAGAUSSO	NRO
•	0200003652	1110	27.12.2018	Oerlikon Metco Eur...	30.01.2019			ARPAGAUSSO	ARPAGAUSSO	NRO

## 4. Monitoring of invoices 'waiting for approval'

This is about monitoring why the invoices may not be approved.

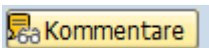
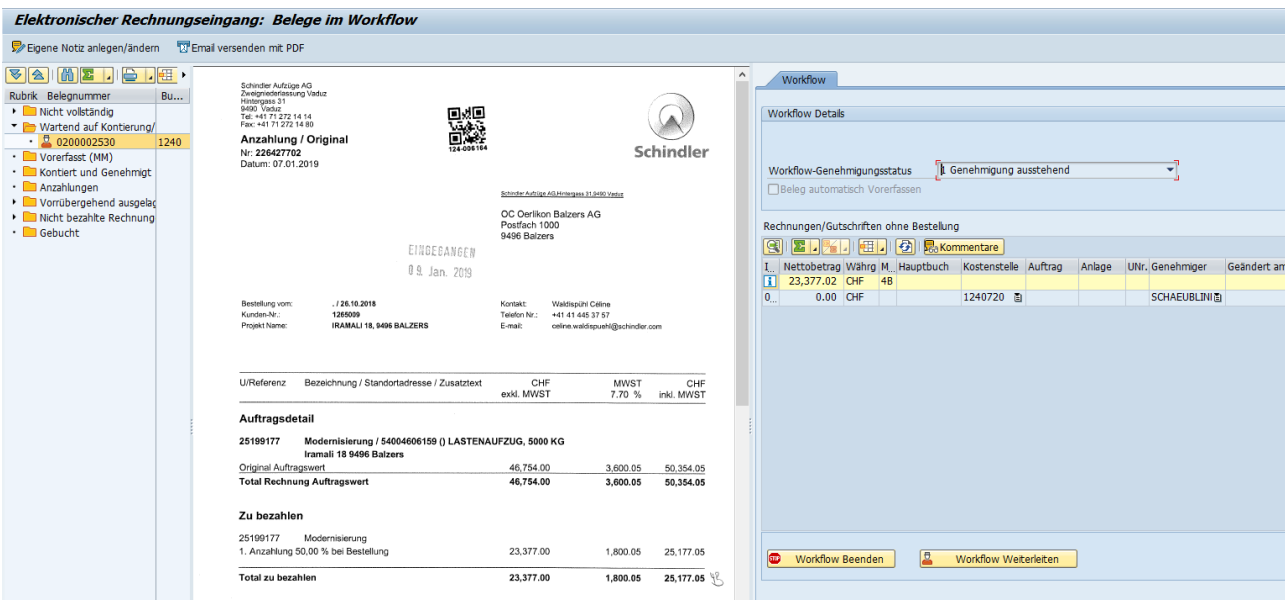


All invoices that are at the time of approval have the icon  in front of the calculation book.

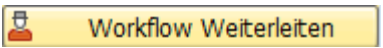
It is stored in the system that the approver receives a reminder email every 3 days with the request to approve the invoice.

However, it can now happen that a person can no longer approve the invoice for various reasons. (vacation, no substitute set up, accident, etc.).

In this case, you can still influence the approval of the invoice.



You can view the comments so far. It may be stored there why the invoice has not yet been approved.



If you know that the current approver cannot approve this invoice, you can forward the invoice to another person. Here's what happens:

- The current approver receives an email that this invoice is no longer intended for him to approve.
- The new person will receive an email that a new invoice is due for approval. The workflow is routed to this person.

MEQ(1)/100 Workflow Kontrolle: Frage an den Anwender

Wollen Sie den Workflow wirklich weiterleiten?

Ja Abbrechen

Workflow Details

Kostenstelle 1240720 ( Leitung Facility Man ) Auswählen

Genehmiger/in SCHAEUBLINR ( Rosa-Maria Schaeublin )

Kommentare

Bisherige Kommen Ze 1, Sp 1 Ze 1 - Ze 1 von 1 Zeilen

Neuer Kommentar Ze 1, Sp 1 Ze 1 - Ze 1 von 1 Zeilen

Select the new approver, comment if necessary, and then click Yes.

MEQ(1)/100 Workflow Kontrolle: Frage an den Anwender

Wollen Sie den Workflow wirklich weiterleiten?

Ja Abbrechen

Workflow Details

Kostenstelle 1240720 ( Leitung Facility Man ) Auswählen

Genehmiger/in SAP\_SCHUKEYA ( Axel Schukey )

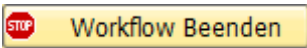
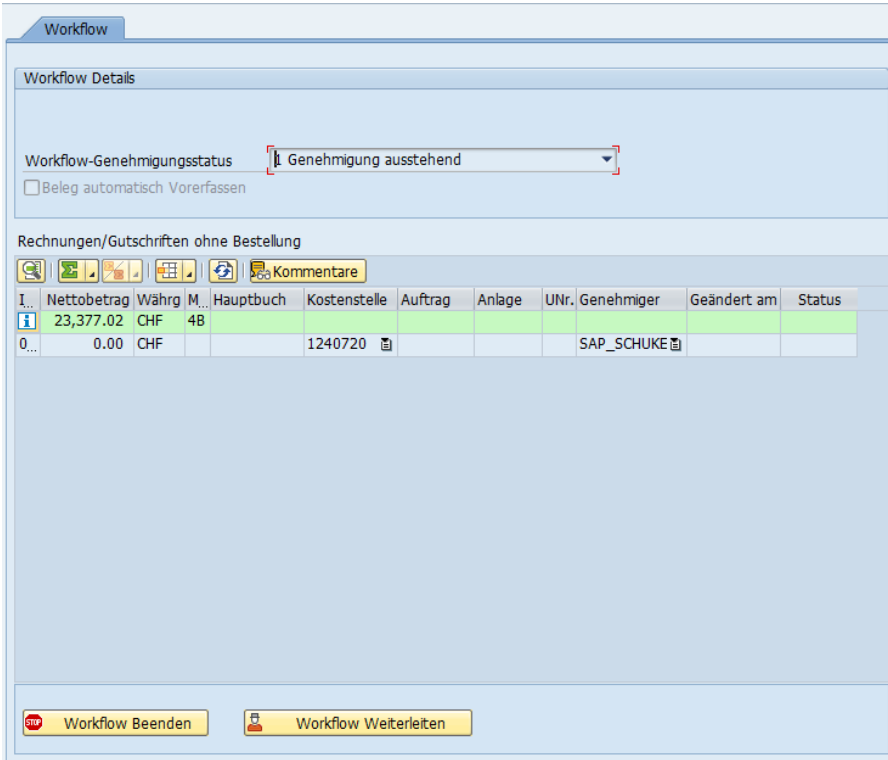
Kommentare

Bisherige Kommen Ze 1, Sp 1 Ze 1 - Ze 1 von 1 Zeilen

Neuer Kommentar \* Ze 2, Sp 6 Ze 1 - Ze 2 von 2 Zeilen

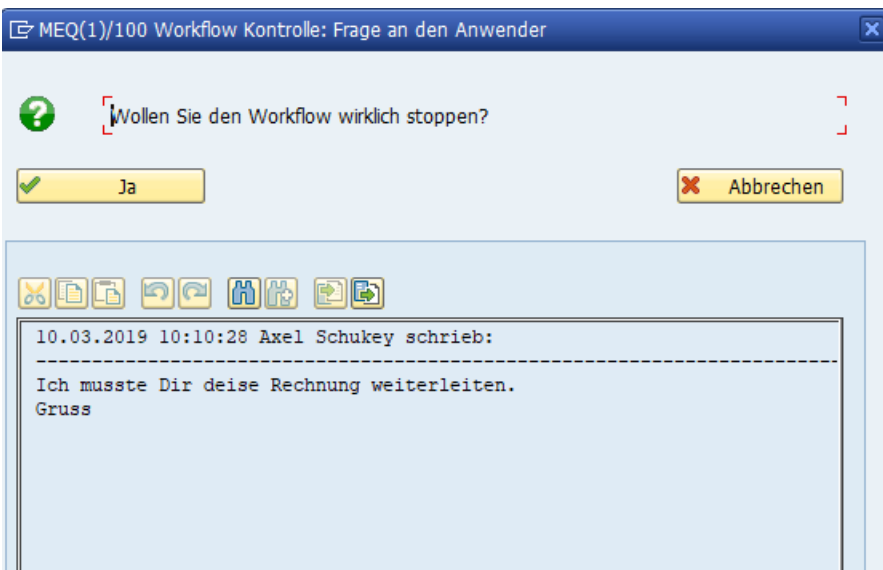
Ich musste Dir diese Rechnung weiterleiten.  
Gruss

You will then see the newly set approver directly in the window.



If you have noticed an error in the invoice, or if the invoice should not be included in the approval at all, you can terminate the workflow. Here's what happens:

- The pre-entered document is deleted again
- The current approver receives an email that this invoice is no longer intended for him to approve.
- The invoice will then be moved back to the 'Incomplete' section. However, the data you fill in will be retained.



Click 'Yes' and the workflow will stop. It is then back in the category 'Incomplete'.



## 5. Invoices 'Pre-entered (MM)'

When pre-entering for the MIRO, the MIRO is started first. If, for some reason, you cannot make the booking directly, the receipt will only be secured. It then comes to the category 'Pre-recorded (MM)'

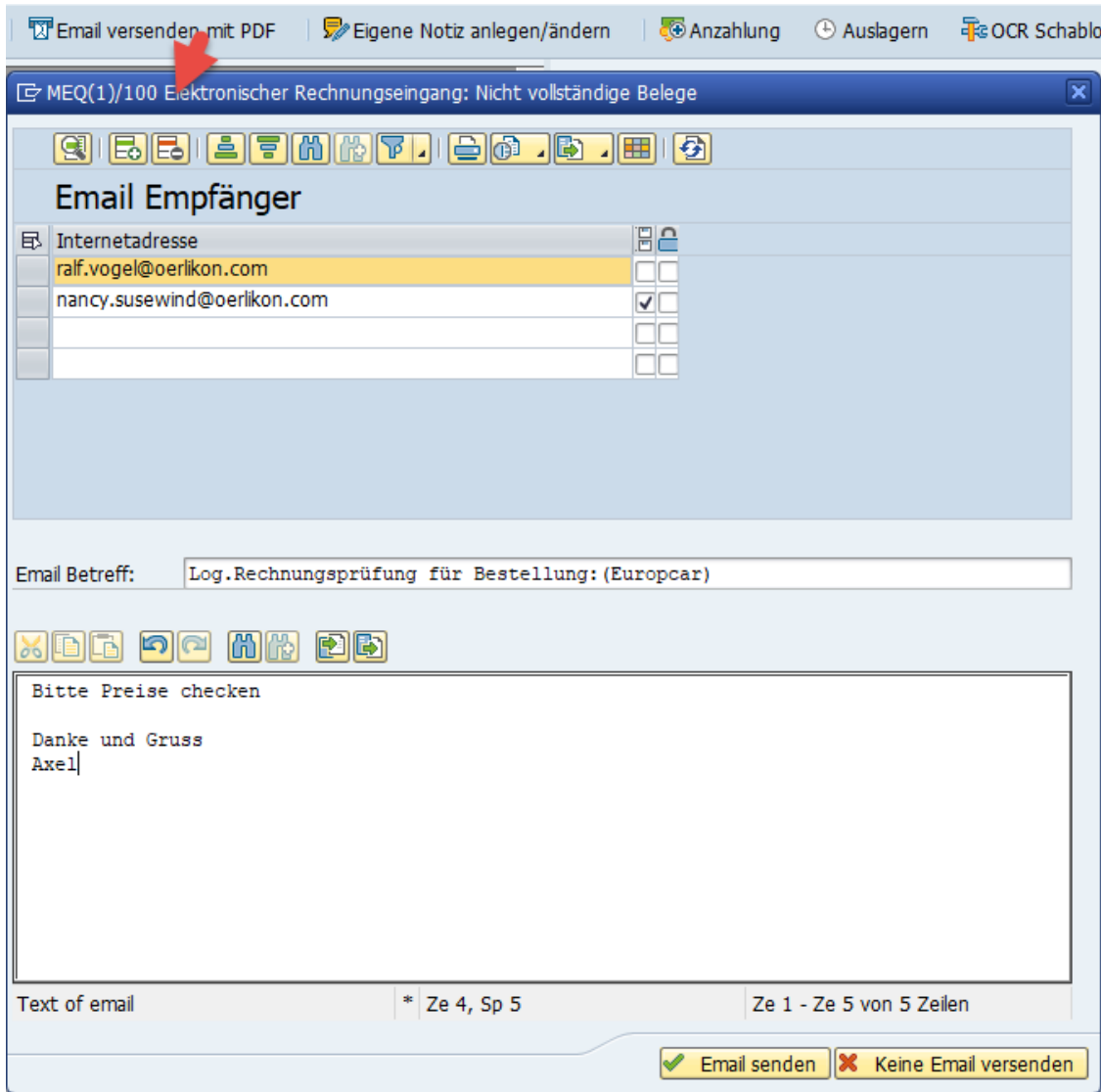
- 1) : Invoice cannot be posted. You save it and it remains in the category 'Pre-entered (MM)'.
- 2) : You post the invoice directly, if possible.

If you have not posted the invoice directly in MIRO, it remains in the 'Pre-entered (MM)' section.

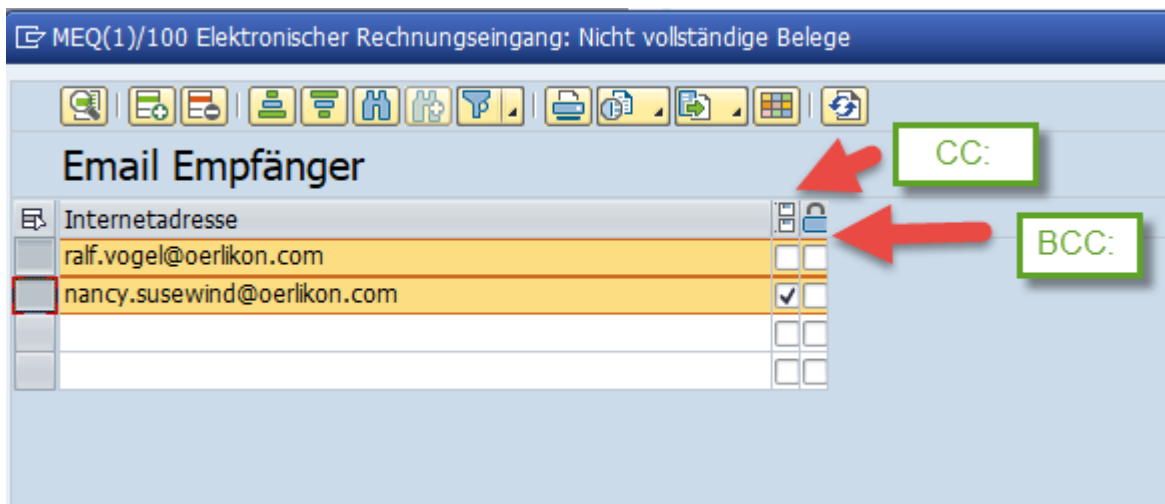
Vorerfasst (MM)		(4)					
5105713991	DE01	15.11.2018	Phoenix Contact G...	05.12.2018	4500364450	B11	
5105713988	DE01	05.10.2018	Quadro Office	04.11.2018	4500364305	B11	
5105713971	2700	15.01.2019	joke Technology G...	29.01.2019	4500363973	AMB	
5105713995	2600	19.02.2019	Oerlikon Balzers Coa...	19.02.2019	4500364457		SCA

The following functions are available here:

### 5.A Send Email



The program suggests a series of email addresses, which are determined by the purchaser for purchase documents. In addition, email addresses can also be added via customizing. You must first select the email address(es) and then send the email.



The 2 columns checkboxes only mean whether the recipient receives the email as CC: or even as BCC:. (please use BCC: only for exceptions).

## 5.B Create your own note

**Eigene Notiz anlegen/ändern**

Eigene Notiz anlegen/ändern | Anzahlung | Auslagern | OCR Schablonen | Neuberechnen OCR Dat

MEQ(1)/100 Notiz anlegen/ändern

mail sent to purchase group 11.02.2019 15:06:20  
 Receivers:  
 ralf.vogel@oerlikon.com  
 Topic:INVOICE VERIFICATION FOR PO(EUROPCAR)  
 Text:  
 \*TEST\*  
 Hallo Ralf,  
  
 Bitte Wareneingang prüfen und Frau Sussewind bestätigen.  
  
 Vielen Dank und beste Grüsse  
 Thomas

Eigene Notiz zu diesem Beleg | Ze 14, Sp 12 | Ze 1 - Ze 14 von 14 Zeilen

Weiter mit eingegebener Notiz  Keine neue Notiz

### Rechnung zurück auf NICHT VOLLSTÄNDIG

If there is a general problem with this invoice, you can also move the invoice back to the 'Not complete' section. The pre-entered document is then deleted.

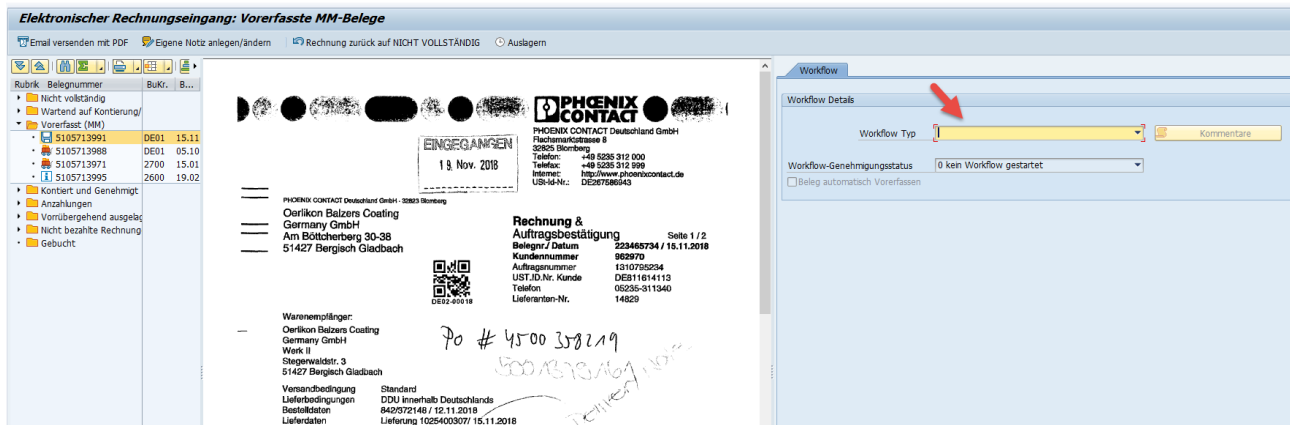
### Auslagern

This function moves the opened invoice to the category 'Temporarily outsourced' and the window for 'Temporarily outsourced' opens on the right. See chapter 'Temporarily outsourced'

### 5.C Start workflow for invoice in 'Pre-entered (MM)'

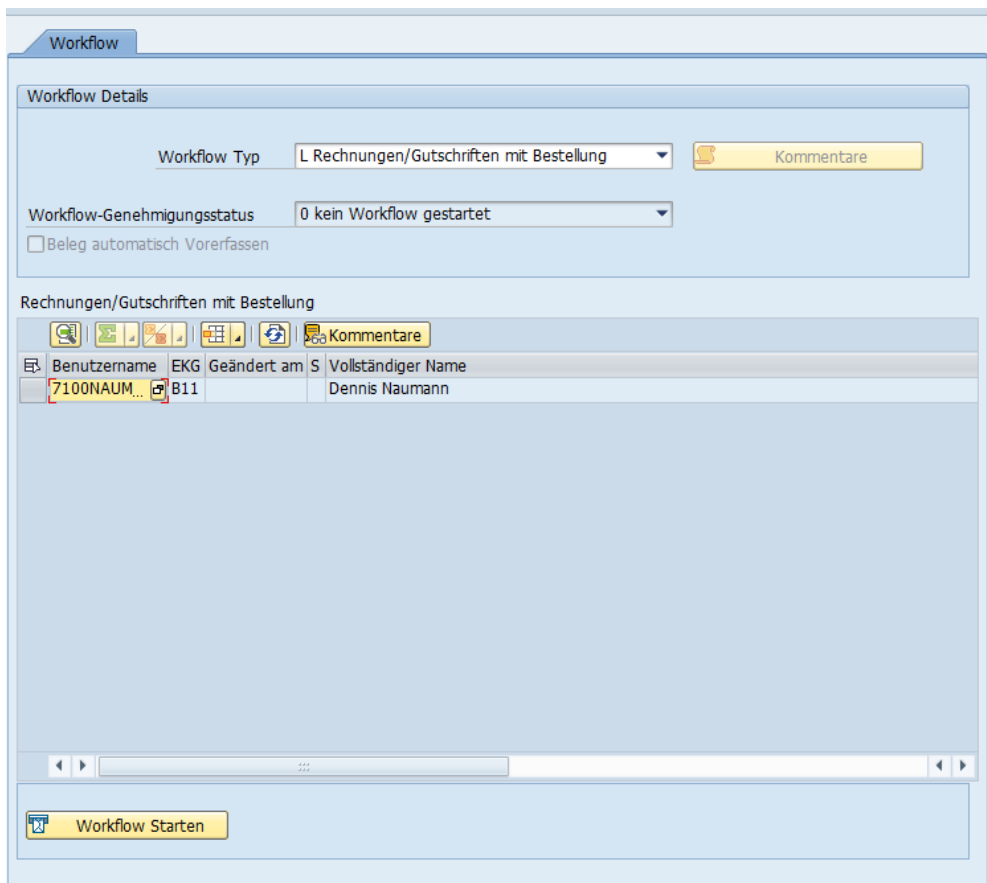
If you have only finished the MIRO with Save or Cancel, the document will of course remain in the 'Pre-entered (MM)' section. You now have the choice to start a workflow, e.g.

- to have the WE booked, or
- to have the price differences or quantity differences checked, or
- to have the order changed if necessary.

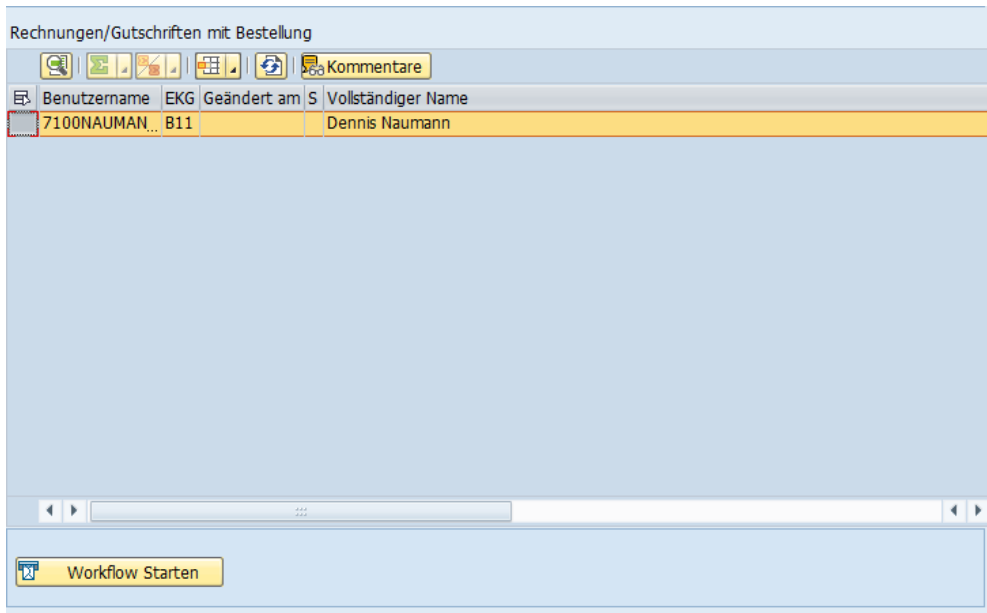


Select the workflow from the drop-down. At the bottom, the corresponding application is started.

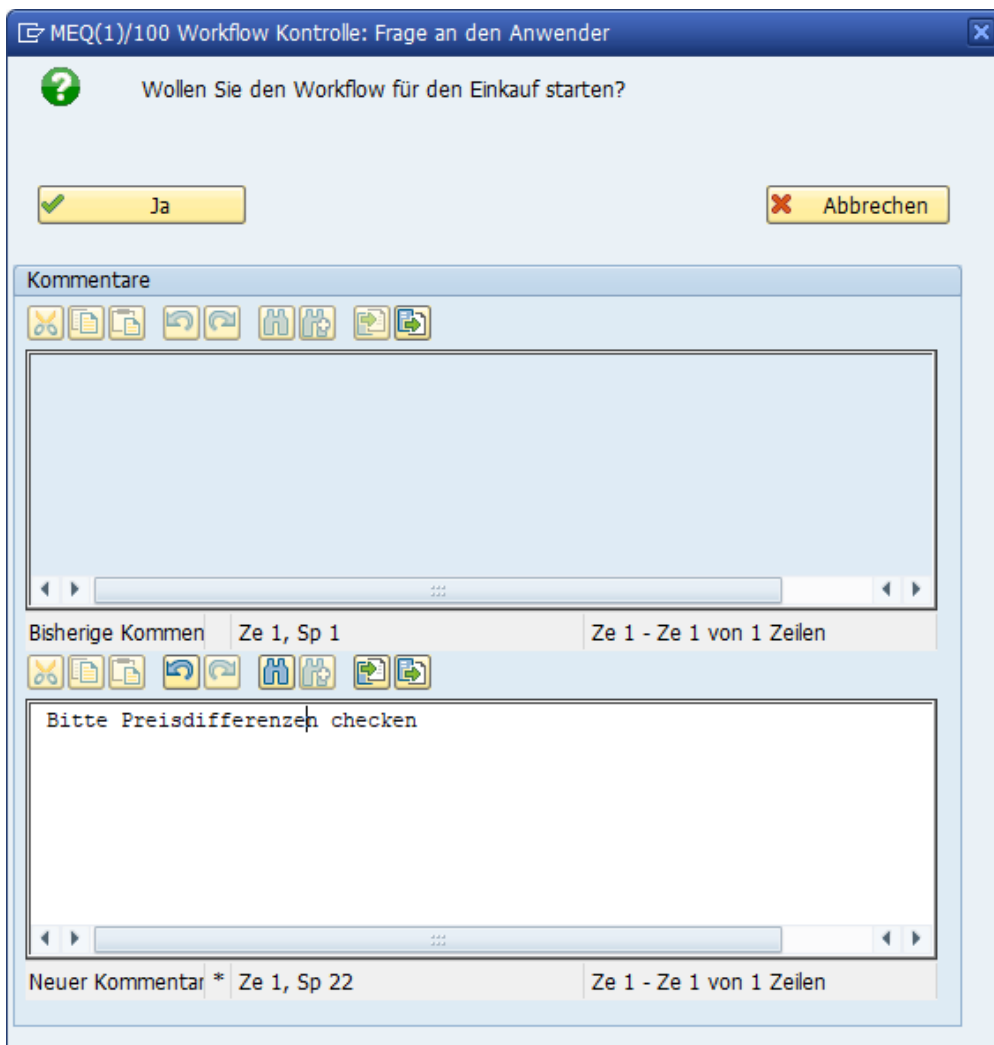
The preset as approver here is the creator of the order. If several orders from different creators are linked to the invoice, these will also be listed.



Select the approver and press 'Start Workflow'



If necessary, enter a comment. The workflow is then started.



The first approver in your selection will receive an email.  
The invoice will then be moved to the 'Waiting for approval' section.

Elektronischer Rechnungseingang										
Aktualisieren   Einstellungen										
Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	Sk.Tage	Sk.%	Eink./Gen	EKG/Gen	ID
▶	📁 Nicht vollständig			(9)						
▼	📁 Wartend auf Kontierung/			(1)						
	• 5105713991	DE01	15.11.2018	Phoenix Contact G...	05.12.2018			7100NAUMA...	7100NAUMAN...	
▶	📁 Vorerfasst (MM)			(1)						
•	📁 Kontiert und Genehmigt			( )						
•	📁 Anzahlungen			( )						
•	📁 Vorrübergehend ausgelag			( )						
▶	📁 Nicht bezahlte Rechnung			( )						
•	📁 Gebucht			( )						

Please see chapter -> 4 how to monitor invoices that are waiting for approval.

## 6. Invoices 'Account Assigned and Approved'

Invoices without order reference must be approved. As soon as the approval has been granted, you will automatically move to the 'Account Assigned and Approved' section. These invoices in this section can be booked by you immediately.

Double-click to open the document. The invoice is opened in a new mode in the relevant SAP standard transaction:

- FV60 for pre-entered invoices and credit notes
- FB01 for pre-entered invoices with account assignment to attachments

The pre-entered document now contains all account assignment information that was set during approval. The control is specified as it was specified when the workflow was started (see Chapter 0Completing the document').

**Vorerfasste Kreditorenrechnung 020003719 1110 2019 bearbeiten**

Arbeitsvorlagen an | Buchungskreis | Simulieren | Vollständig sichern | Buchen | Bearbeitungsoptionen

Vorgang: R Rechnung | Saldo: 0.00

Grunddaten | Zahlung | Detail | Workflow | Steuer

Kreditor: 2126959 | SonderH:  | Rechnungdatum: 08.12.2018 | Referenz: 89533032 | Buchungsdatum: 07.01.2019 | Belegnr: 200003719

Betrag: 5,115.45 | CHF | Steuer rechnen:  | Text: Concordia / Akonto Prämienrg. Taggeld 2019 | Zahlungsbed.: 30 Tage netto | Basisdatum: 08.12.2018

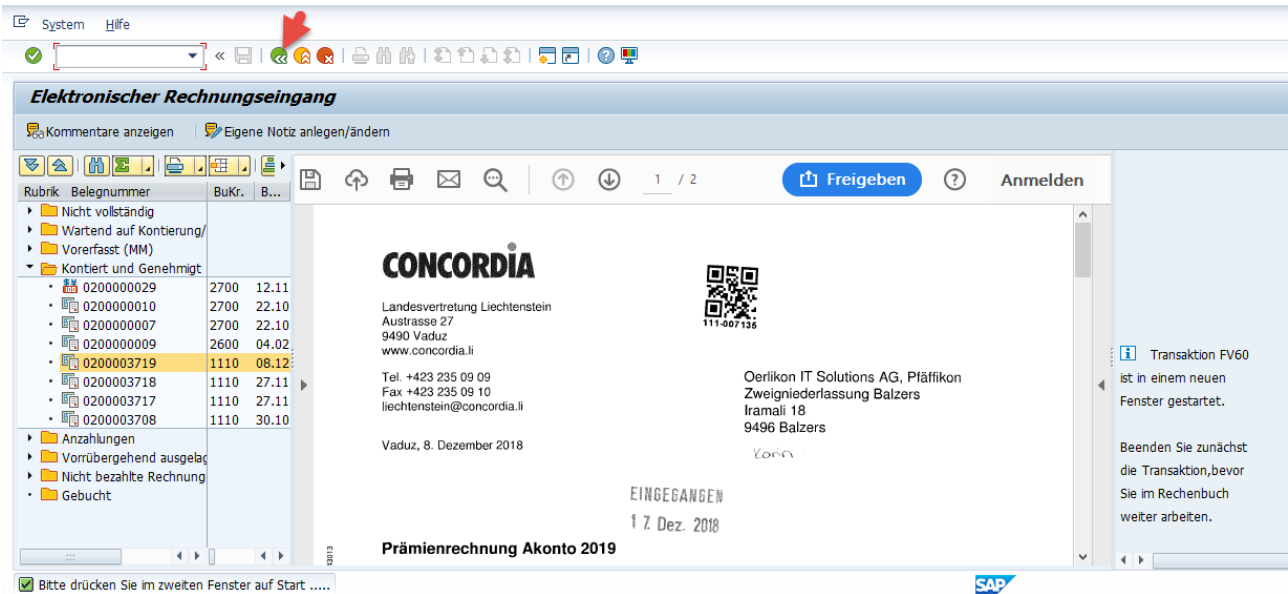
Kreditor: Concordia, Landesvertretung Liechtenstein, Austrasse 27, 9490 Vaduz, 235 09 09

Bankdaten: nicht vorhanden

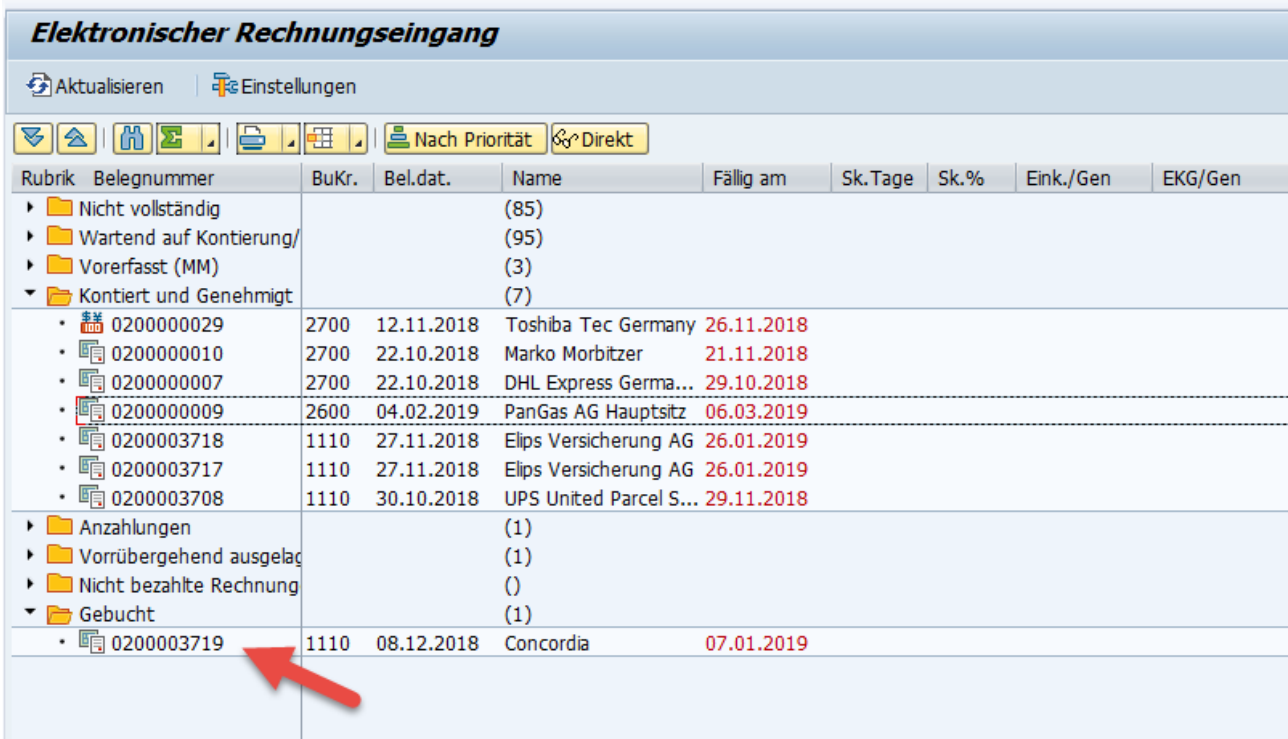
S...	Sachkonto	Kurztext	S/H	Betrag	Belegwährung	Betrag	Hauswähru...	S..	Taxjurisdictioncode	C	Zuordnung
✓	12252020	Prepaid ins...	S So...	5,115.45		5,115.45					
			S So...			0.00					
			S So...			0.00					
			S So...			0.00					
			S So...			0.00					
			S So...			0.00					
			S So...			0.00					
			S So...			0.00					
			S So...			0.00					

You can now simulate and post the invoice.

In the main window of the arithmetic book, the invoice is still visible after booking due to the 2 screen operation. Click on the green arrow and you will be taken back to the overview.



In the calculation book you can still see the invoice in the category 'Posted'. As soon as you update or restart the arithmetic, the 'Busy' section is empty again.





## 6.A Reset an approved and accounted invoice

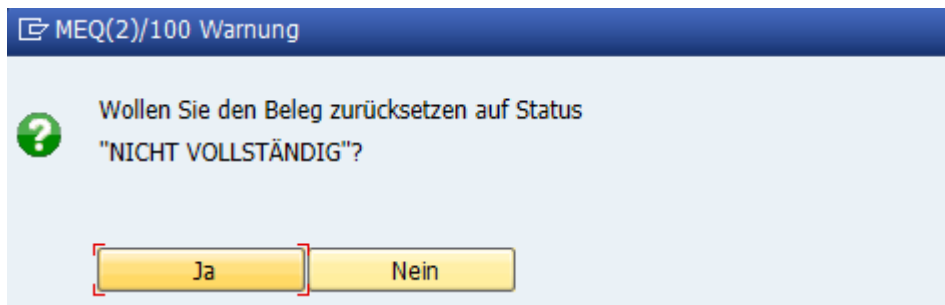
In rare cases, you have to reset an already approved invoice because an error may have occurred during pre-entry or approval.

To do this, you can start the command 'Back to category Incomplete' in the context menu of the rubric

Kontiert und Genehmigt		(7)			
•	0200000029	2700	12.11.2018	Toshiba Tec Germany	26.11.2018
•	0200000010	2700	22.10.2018	Marko Morbitzer	21.11.2018
•	0200000007	2700	22.10.2018	DHL Express Germa...	29.10.2018
•	0200000009	2600	04.02.2019	PanGas AG Hauptsitz	06.03.2019
•	0200003718	1110	27.11.2018	Elips Versicherung AG	26.01.2019
•	0200003717	1110	27.11.2018	Elips Versicherung AG	26.01.2019
•	0200003708			S...	29.11.2018
▶	Anzahlungen				
▶	Vorrübergehend				
▶	Nicht bezahlte Re				
▼	Gebucht				
•	0200003719	1110	08.12.2018	Concordia	07.01.2019

- Protokoll anzeigen
- Zurück nach Rubrik 'Nicht vollständig'
- Reservierung aufheben
- Reservieren für ▶

A warning window will open



If 'Yes', the pre-entered document is deleted and the invoice is returned to the 'Incomplete' section.

In the section 'Not complete' you can recognize this just reset invoice by the icon



**Elektronischer Rechnungseingang**

Aktualisieren Einstellungen

Nach Priorität Kyr Direkt

Rubrik	Belegnummer	BuKr.	Bel.dat.	Name	Fällig am	Sk. T...	Status	Aktion	Rub.	BuKr.	Belegnr	Jahr/ Name 1	Geändert am	ÄndZeit	Text
▼	Nicht vollständig			(86)											
	111-005512	1110		Oerlikon Balzers Coa...	08.03.2019					1110	111-006933	2019 UPS United Parcel Service	16.03.2019	10:32:36	Beleg '111-006933' '1110' wurde zurückgesetzt. Status nur
	111-005513	1110		Oerlikon Surface Sol...	08.03.2019					1110	200003719	2019 Concordia	16.03.2019	10:25:05	Rechnung '200003719' '1110' wurde in FV60 gebucht. Akti
	111-005954	1110	27.09.2018	SAP (SCHWEIZ) AG	27.10.2018					CH01	CH01-00013	2019 Oerlikon Babers Coating AG	16.03.2019	09:51:32	OCR-Daten für Beleg 'CH01' 'CH01-00013' wurden vollständi
	111-006933	1110	30.10.2018	UPS United Parcel S...	30.10.2018					KO	2600 200000011	2019 Advanced Energy Industries, Inc	16.03.2019	09:45:10	Email wurde an Genehmiger 'KAISERP' (TO: attla.kezer@oe
	111-007164	1110	05.12.2018	Concur Holdings (N...	04.01.2019					KO	2600 200000012	2019 Advanced Energy Industries, Inc	16.03.2019	09:45:10	Email wurde an Genehmiger 'KAISERP' (TO: attla.kezer@oe
	111-007167	1110	01.12.2018	Bodo Peters Tc-Ma...	31.12.2018					KO	2600 200000059	2019 SCHEIKER Deutschland AG	16.03.2019	09:45:09	Email wurde an Genehmiger 'BERTSCHS' (TO: attla.kezer@oe
	111-007200	1110	08.01.2019	Schindler Technik AG	22.01.2019					KO	2600 200000058	2019 Mössener GmbH	16.03.2019	09:45:09	Email wurde an Genehmiger 'BERTSCHS' (TO: attla.kezer@oe
	124-003360	1240	04.04.2018	Wyss Wassertechnik	14.04.2018					KO	2600 200000023	2019 PanGas AG Hauptsatz	16.03.2019	09:45:09	Email wurde an Genehmiger 'SAP_SCHUEKEYA' (TO: attla.ke
	124-003360	1240		Wyss Wassertechnik	18.02.2019					KO	2600 200000022	2019 Tri-Matic AG	16.03.2019	09:45:09	Email wurde an Genehmiger 'BERTSCHS' (TO: attla.kezer@oe
	124-003360	1240		Wyss Wassertechnik	18.02.2019					KO	2600 200000015	2019 Oerlikon Surface Solutions AG, Pfäf	16.03.2019	09:45:09	Email wurde an Genehmiger 'KAISERP' (TO: attla.kezer@oe

If you now want to process this invoice again, it is initially blocked against changes.

Belegdaten Workflow Stammdaten

**Belegkopf**

Rechnung  Gutschrift Barcode

Buchungskreis  Oerlikon IT Solutions AG

Kreditor  UPS United Parcel Service (Schweiz) AG

Binnergstrasse 2 4142 Münchenstein

Belegdatum  Buchungsdatum

Referenz  Zahlungsbed  innerhalb von 30 Tagen ohne A...

Betrag  Währung  UmrechKurs

Mwskz  Steuerbetrag

---

**Zusatzdaten**

Text  Zahlsperr

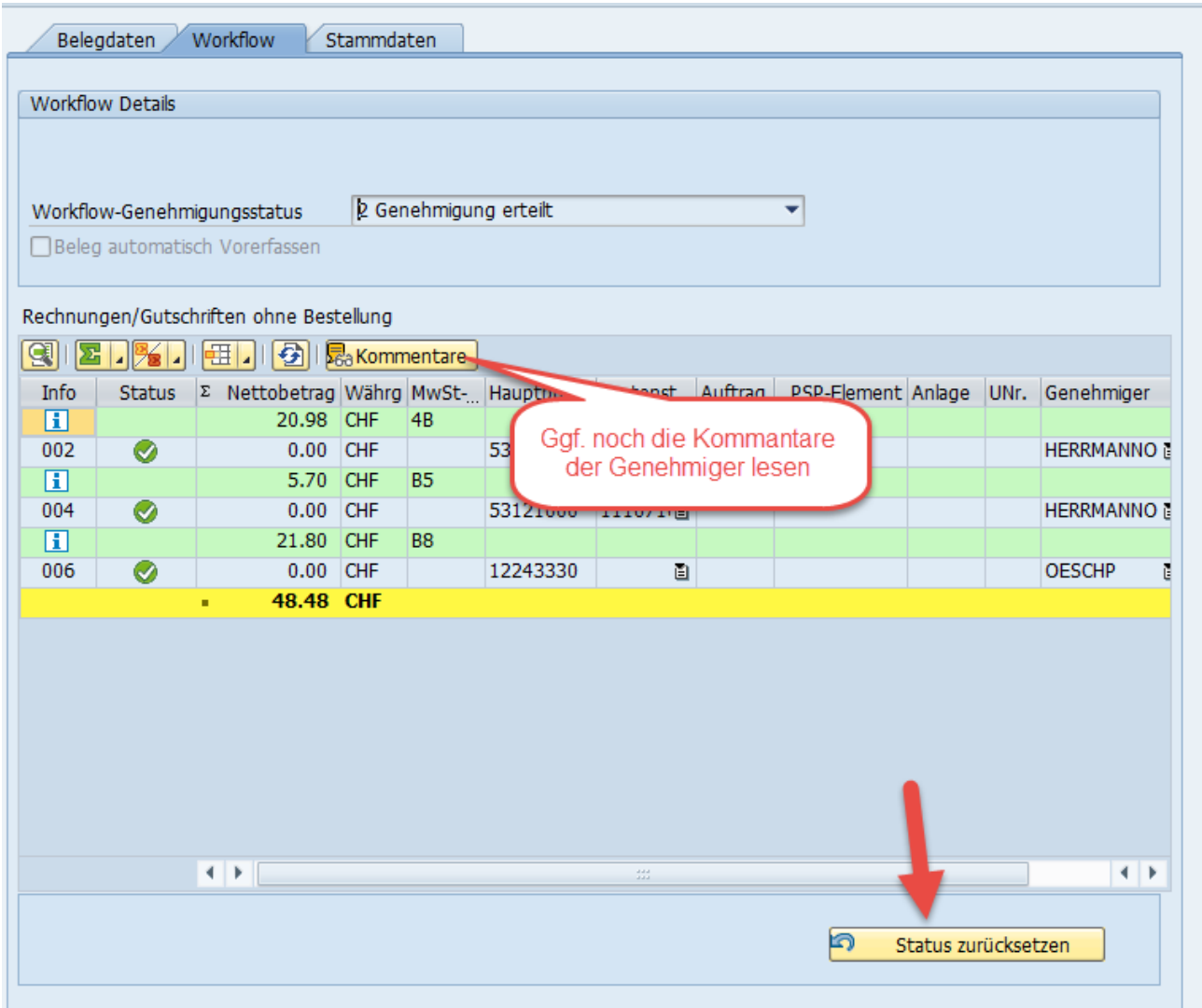
---

**ESR-Daten**

ESR Daten vorhanden

ESR Daten nicht vorhanden

First, you have to reset the approval status in the 'Workflow' tab.



Before you reset the status, you may be able to read comments from the approval. Eventually, it is once again explicit why the invoice should not be booked despite approval, but is taken back.

As soon as you press the button, the **Status zurücksetzen** entire approval process is also completed and the invoice can be changed by you again.

MEQ(2)/100 Workflow Kontrolle: Frage an den Anwender

Wollen Sie den Genehmigungsstatus wieder zurücksetzen?

Ja Abbrechen

23.12.2018 22:58:06 Pascal Oesch schrieb:  
-----  
Bestellung Oerlikon Shop

27.12.2018 23:48:56 Pascal Oesch schrieb:  
-----  
.

07.01.2019 14:41:13 Pascal Oesch schrieb:  
-----  
.

07.01.2019 14:44:48 Olivia Herrmann schrieb:  
-----  
.

07.01.2019 17:14:31 Karin Beck schrieb:  
-----  
ok

Alle Kommentare Ze 10, Sp 1 - Ze 11, Sp 1 Ze 1 - Ze 20 von 20 Zeilen

## 7. Invoices in 'Temporarily outsourced'

Invoices that still have to be awaited are moved to this heading. The following reasons are conceivable:

- The invoice has no purchase order reference. But you have questions for the supplier and are still waiting for the supplier's answer.
- The invoice has a purchase order reference. However, they have not yet pre-recorded you for various reasons. However, the goods receipt has not yet been posted. As soon as the WE is booked, you can start pre-entering this invoice. In this case, the invoice will automatically be moved from the 'Temporarily outsourced' section to the 'Incomplete' section.
- The invoice has an order reference and it has already been pre-entered. As soon as the WE is booked, you can make the booking of this invoice. In this case, the invoice is automatically moved from the category 'Temporarily outsourced' to the category 'Pre-entered (MM)'.

### **Elektronischer Rechnungseingang: Ausgelagert (zeitweise)**



Sichern



Eigene Notiz anlegen/ändern



Email versenden mit PDF

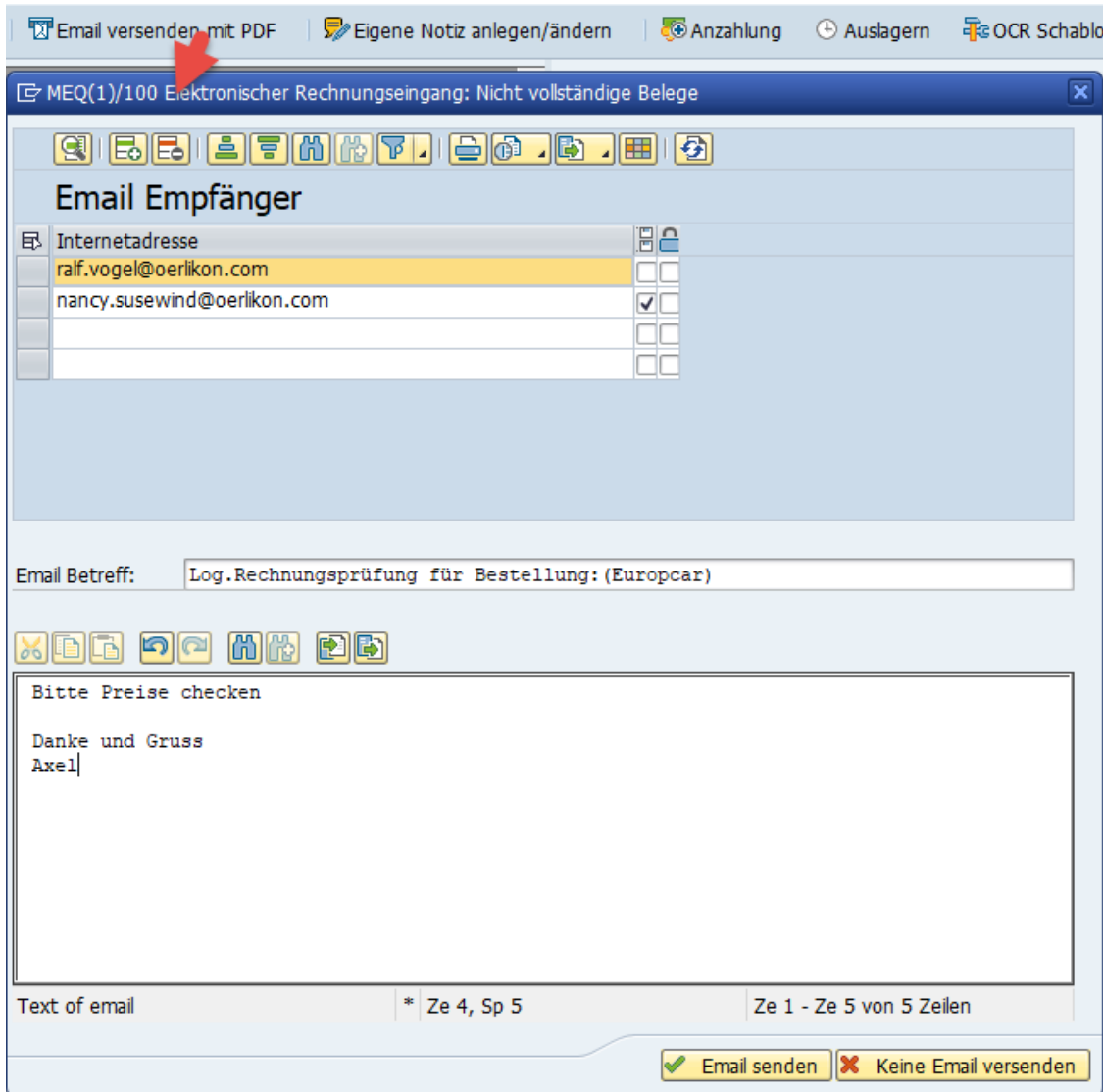


Nicht vollständig

### 7.A Secure

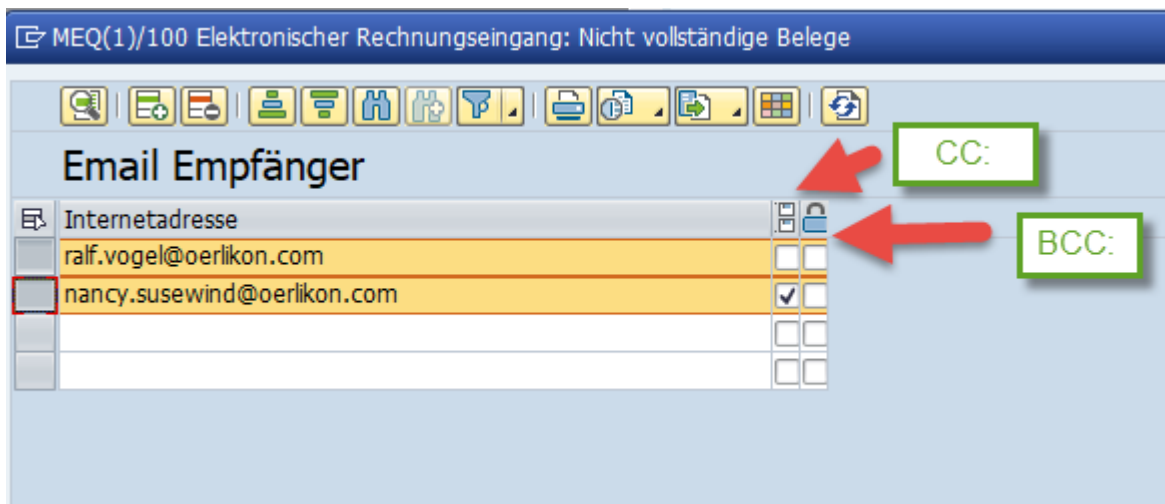
If you change the reload date, you must also save it.

## 7.B Send Email



The program suggests a series of email addresses, which are determined by the purchaser for purchase documents. In addition, email addresses can also be added via customizing.

You must first select the email address(es) and then send the email.



The 2 columns checkboxes only mean whether the recipient receives the email as CC: or even as BCC:. (please use BCC: only for exceptions).

### 7.C Create your own note

Eigene Notiz anlegen/ändern

Anzahlung Auslagern OCR Schablonen Neuberechnen OCR Dat

MEQ(1)/100 Notiz anlegen/ändern

mail sent to purchase group 11.02.2019 15:06:20  
Receivers:  
ralf.vogel@oerlikon.com  
Topic: INVOICE VERIFICATION FOR PO (EUROPCAR)  
Text:  
\*TEST\*  
Hallo Ralf,  
  
Bitte Wareneingang prüfen und Frau Sussewind bestätigen.  
  
Vielen Dank und beste Grüße  
Thomas

Eigene Notiz zu diesem Beleg Ze 14, Sp 12 Ze 1 - Ze 14 von 14 Zeilen

Weiter mit eingegebener Notiz Keine neue Notiz

## 7.D Move invoice to 'Not complete' or 'Pre-entered (MM)'.

### Nicht vollständig

This function immediately moves the outsourced invoice back to the 'Incomplete' section.

Exception: outsourced invoices that are already pre-entered with MIRO. Here there is not the function 'Not complete', but the function 'MM calculations'.

### MM-Rechnungen

This moves the invoice back to the category 'Pre-entered (MM)'.

## 7.E Invoices without order reference

**Belegdaten**

**Rechnungsdaten**  
 Buchungskreis  Barcode   
 Kreditor  SE ENTSTAUBUNGS- +  
 Belegdatum  Mwszk   
 Referenz   
 Betrag  Währung  UmrechKurs

**ESR-Daten**  
 ESR Daten vorhanden ESR-Referenz  ESR-Nummer   
 ESR Daten nicht vorhanden

**Einkaufsdaten**  

Status	Einkaufsbeleg	Position	N	Material	Kurztext	Bestellmenge	Nettopreis
		0	<input type="checkbox"/>			0.000	0.00
		0	<input type="checkbox"/>			0.000	0.00
		0	<input type="checkbox"/>			0.000	0.00
		0	<input type="checkbox"/>			0.000	0.00

**Rückladezeitpunkt**  
 Datum für Zurücklage   Rückladen wenn WE gebucht

You can set the time when the invoice should be reloaded in the category 'Not complete'. (Default setting is in 14 days).



## 7.F Invoices with order reference

**Belegdaten**

**Rechnungsdaten**  
 Buchungskreis       Barcode   
 Kreditor       Oerlikon Balzers Coating Germany Gm  
 Belegdatum       Mwszk   
 Referenz   
 Betrag       Währung       UmrechKurs

**ESR-Daten**  
 ESR Daten vorhanden      ESR-Referenz       ESR-Nummer   
 ESR Daten nicht vorhanden

**Einkaufsdaten**  

Status	Einkaufsbeleg	Position	N	Material	Kurztext	Bestellmenge	Nettopreis
	4500364457	10	<input type="checkbox"/>			0.000	0.00
	4500364457	30	<input type="checkbox"/>			0.000	0.00
	4500364457	30	<input type="checkbox"/>			0.000	0.00
	4500364457	40	<input type="checkbox"/>			0.000	0.00

Weiterer Einkaufsbeleg:

**Rückladezeitpunkt**  
 Datum für Zurücklage        Rückladen wenn WE gebucht

For invoices with order reference, you can explicitly set the flag that the invoice should move back to the 'Not complete' category as soon as the WE has been posted.

You can recognize this by the fact that the invoices are then visible in the category 'Not complete' with these icons.



- : The WE is posted for all purchasing items.
- : WE is booked, but not for all purchasing items. (partly booked WE).

Please refer to chapter 0 «Complete invoices» for further processing and posting invoices.

## 7.G Invoices already pre-entered for MM

Invoices that have already been pre-entered with MIRO could not yet be posted because the WE has not yet taken place. These have been moved by you to the category 'Temporarily stored'.

As soon as the WE is posted, these invoices are automatically moved back to the category 'Vorerfast (MM)'. You can recognize the invoices by the following icons:

-  : The WE is posted for all purchasing items.
-  : WE is booked, but not for all purchasing items. (partly booked WE).

Please see in chapter 5 "Invoices pre-entered (MM)" how you can further process and post the invoices.