ecm:one Invoices for DATEV

Step-by-Step

Configuration Manual

ecm:one GmbH

Welcome

Thank you for choosing ecm:one Invoices for DATEV. For an optimal start, the app must first be set up. The following click instructions will guide you through this process.

Please follow all instructions conscientiously - so that nothing gets in the way of processing your incoming invoices.
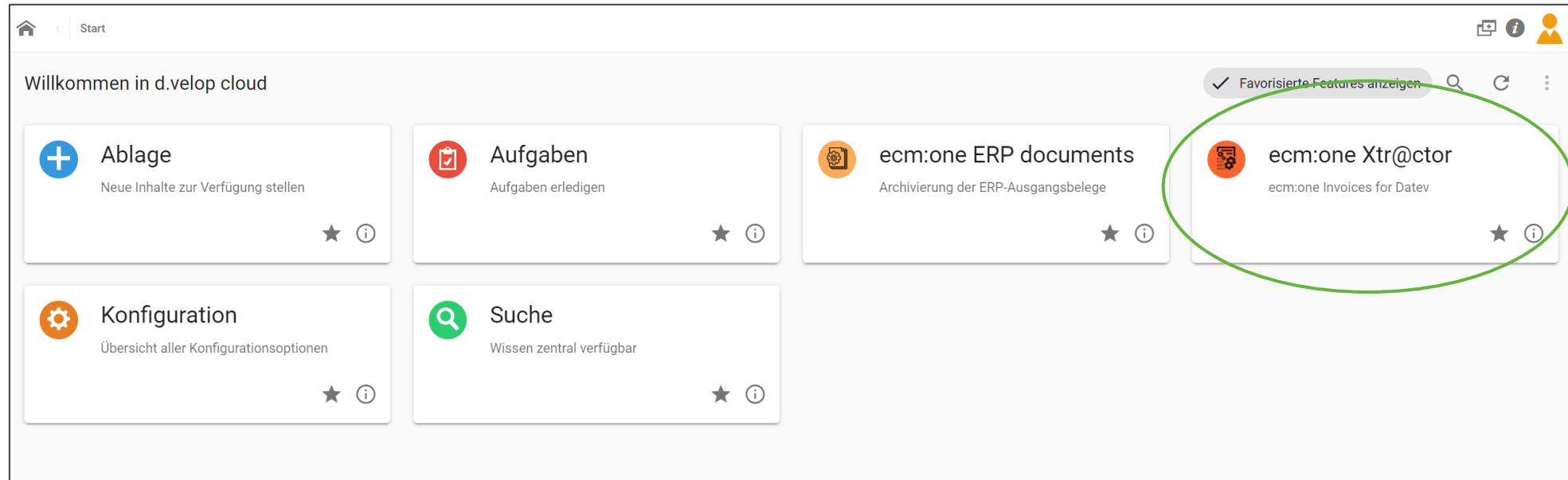

Your ecm:one team

Checklist

- ☐ API-Key
- ☐ FileShare
- ☐ Creditor master data
- ☐ G/L accounts
- ☐ Assignments
- ☐ Workflow

Start

After booking Invoices for DATEV, the tile "ecm:one Xtractor" appears on your dashboard. Select this to enter the app.

-- Best practice: The dashboard may look different depending on the apps you have booked and your individual settings. You can customize the appearance in the configuration. --

Start

Invoices for DATEV (hereinafter referred to as Invoices) looks like this after the initial start. At the bottom, the question: " Setups done?" indicates the remaining configuration. In the next steps, these setup options will be presented, so that you can start processing your incoming invoices right after that. Let's get started!

API-Key

The first thing to do is to set up the API-Key. This serves as an authentication mechanism to link the system and the user. To set it up, you must switch to the configuration view. To do this, click on "API-key".

API-Key - Generate

A new API-Key must be generated during the first setup. To do this, click on "Generate new API-Key".

API-Key – Generieren

The following screen appears. Here you must first select the user. Select your own user name. If the list does not expand by itself, enter the first letter, then the list will open.
Next you have to choose a label for the API-Key. This is up to you. However, it makes sense to choose a label that can also be assigned to the app again later, such as the name of the app. Then click on "Create".

API-Key – Insert

You will be redirected back to the original configuration window. Now click on "Select existing API key".

API-Key – Insert

Select the your generated key from the list. You can recognize it by the user ID and the assigned name.

API-Key – Insert

2. Click the back arrow twice!

ecm:one Workflow starten › ecm:one Invoices for D... › API keys › API key

API key details

User

sophia.erdmann sophia.erdmann ← User Name

Label

Invoices for DATEV ← Label

Key

•••••••••• 1.Copy!

Cancel 🗑

Encrypted API-Key

The following window opens. You can see the user, the assigned label and the encrypted API key. Now select it by clicking on the "copy" icon. A green box with a confirmation appears on the screen for a few seconds. Then click twice on the arrow to return to the input field. Important: Do not click on the "house", but on the arrow!

API-Key –Insert

2. Back to home screen

Konfiguration - ecm:one Invoices for Datev

ecm:one Workflow star... > ecm:one Invoices for Datev - Konfiguration

| Import | Verarbeitung | **Export** ⚠ | Workflow ⚠ |

d.velop Documents Export ⚠

Parameter	Wert	Beschreibung
API-Key	••••••••••••••••••••	Für den Export nach d.velop Documents wird ein API-Key benötigt. Hier die passenden Links: Bestehenden API-Key auswählen oder Neuen API-Key generieren
Repository-ID	b19d1a38-a01b-4197-984(	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
Basisadresse	1. Insert by Crtl + V	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

> **ERP Export**

Now click the field to the right of "API Key". With the key combination Ctrl + V paste the copied code into the field. A green confirmation field appears briefly. The check mark at the bottom of the list automatically turns green. Click on "Start ecm:one workflow" to return to the home screen.

Checklist

- ☑ API-Key
- ☐ FileShare
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- ☐ Assignments
- ☐ Workflow

FileShare

The next step deals with the FileShare. The FileShare serves as []. By clicking on the word "FileShare" you get into the configuration.

-- Note: If you already use another of our apps and have set up the FileShare there, this configuration is transferred to all apps automatically.
You can skip this step and continue from the point " Creditor master data". --

FileShare – Create user

The configuration opens at the corresponding place. There a user account for the FileShare is created. The user name is already filled in with the user's mail. Now a password must be assigned. Please enter this twice in the fields provided and memorize it! Confirm by clicking on "Create user". The functions of the FileShare will be explained later - for the time being this is only for configuration purposes. Translated with www.DeepL.com/Translator (free version)

FileShare

When the user is successfully created, the checkmark automatically switches to green.

Checklist

☑ API-Key

☑ FileShare

☐ Creditor master data

☐ G/L accounts

☐ Assignments

☐ Workflow

Credit master data

The next step is the creditor master. This point is already provided with a "check mark ", because a Creditor is set in the basic version. But now we need to import our own creditor master from DATEV. To do this, we switch to DATEV Enterprise Online.

Credit master data – DATEV Export

In DATEV Enterprise Online, select the "Master data" area in the "Applications" menu.

Credit master data – DATEV Export

Now select the "Export" item in the right menu. Here you have the option to export both your customer and supplier master data as a CSV file. Select "Suppliers". The default of the latest format (version 7.0) is correct. Click on "Export" to load the CSV file. Then switch back to the d.velop Cloud.

Credit master data - Import

To import the supplier file into Invoices now, click on " Creditors".

Credit master data – Import

This is the creditor view. The creditor Divers is already created. You have the possibility to upload vendors via DATEV-CSV and to create creditors manually. It is also possible to delete the creditor master.

Credit master data- Import

To upload the CSV file, open the file location and then drag'n'drop the file onto the upload field. An upload field opens. Finally, the message "n uploaded by n suppliers" is displayed. This way you can check if all suppliers have been uploaded. Then refresh the page so that the new suppliers are displayed in the table. Repeat this a second time if necessary, if the suppliers do not yet appear in the list. Click on the " Creditors" tab to return to this view.Translated with www.DeepL.com/Translator (free version)

Credit master data – Add

Add creditors manually

Your suppliers will now appear in the list. It is also possible to add them manually using the corresponding button. You will then have to enter all the information about the desired supplier in another window and confirm with "Save".

Checklist

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G/L accounts

The next setup step deals with the G/L account frame. To access this function, please click on "G/L accounts". The "Standard-SKR03" is stored by default. To activate this click on "Standard-SKR03-activate". The app will start uploading the G/L accounts. If the process does not stop automatically after 1-2 minutes, refresh the page. There are now 91 G/L accounts active as standard. You can add more G/L accounts using the "Add G/L account" function.

Checklist

- ☑ API-Key
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Mappings

Set up mappings

Now the setup step " Mappings" is at hand. Mappings are responsible for the compatibility of Invoices for DATEV with the fileplan in d.velop documents. The invoice items read out in Invoices, such as document date, amounts and creditor data, are linked with the categories of the file plan. To get to the settings, click on " Mappings".

Mappings – Setup

Zuordnungen in d.velop documents

ERP documents (ecm:one ERP-Documents)

Neue Zuordnung

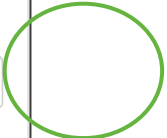Configurate mappings

Click on the plus to set up the mappings.

Mappings – Setup

Enter name

Select source

The following window will open. You must now enter a name and select the source. You can choose the name yourself, but it is advisable to enter a unique label, e.g. the app name. As source, please select "ecm:one Invoices for DATEV" from the drop-down list with one click.

Mappings - Matching

Now, the source in Invoices for DATEV and the target category/target property in d.velop documents are determined for the category and the properties. It is started with the category. This represents the parent file category, in this case purchase invoices. Select this from the drop-down list. The target source in the d.velop documents file plan is "Incoming invoices / credit note (supplier)". Please select this from the list as well.

Mappings – Matching

1. Select source „CreditorID"

2. Choose destination "Supplier name"

3. Add row

Following the same scheme, all source information will now be matched with the matching property in d.velop documents. Perform the matching exactly as it is shown on the next slide. To add a new row, please click on "Add row".

Mappings

2.Select destination

1. Choose source

| Quelle *	Ziel * 🔽	Regex
	Eingangsrechnung / Gutschrift (Lieferant) ▾	
CreditorName (CreditorName) ▾	Lieferantenname (8) (e100db80-27d1-4278-83b6-680ec25fc307) ▾	🗑
		☐ Groß-/Kleinschreibung ignorieren
DocumentDate (DocumentDate) ▾	Belegdatum (3) (c61756ff-fec7-45c4-a969-4fbcafdf1dfc) ▾	🗑
		☐ Groß-/Kleinschreibung ignorieren
CreditorId (CreditorId) ▾	Lieferantennummer (9) (fd80f377-7f90-494a-86cb-09f31fae2f76) ▾	🗑
		☐ Groß-/Kleinschreibung ignorieren
InvoiceNumber (InvoiceNumber) ▾	Rechnungs-/Gutschriftsnummer (11) (efe85be1-3f7f-4b22-881c-895617fcd6a3) ▾	🗑
		☐ Groß-/Kleinschreibung ignorieren
Workflow-Status (Workflow-Status) ▾	Farbmarkierung ▾	🗑
		☐ Groß-/Kleinschreibung ignorieren
Barcode (Barcode) ▾	Dokumentnr. ▾	🗑
		☐ Groß-/Kleinschreibung ignorieren

ZEILE HINZUFÜGEN

3. Save

SPEICHERN

🏠 ~~Start~~   4.

Fill in the following fields exactly as shown in the picture. Finally, click on "Save". These properties already exist in the standard fileplan of d.velop documents.

Unfortunately, not all information that is provided in d.velop documents is included in the standard fileplan. Here, for example, the property gross amount is missing. This has to be added manually. To do so, click on the house icon in the top left corner of the screen.

Mappings – File configuration
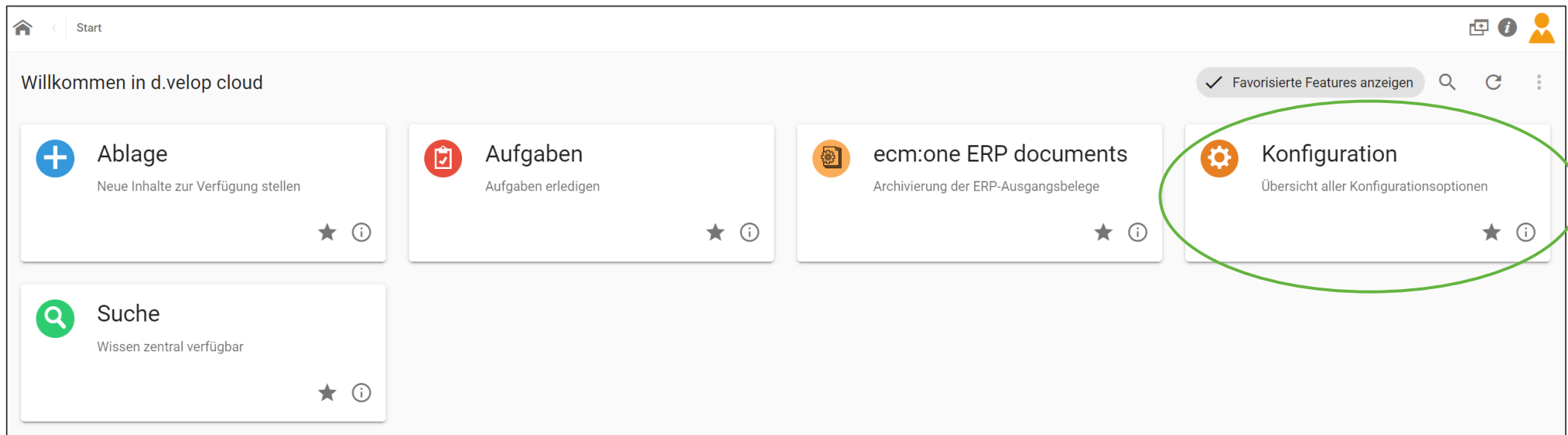
Changes to the fileplan are made in the configuration of d.velop documents. To do so, please click on the Configuration tile.

Mappings – File configuration

Now select "d.velop documents" under the item document management.

Mappings – Add attribute

Here you can see the current file plan. To add a new attribute to the "Incoming invoices" category, please select "Categories".

Mappings – Add attribute

Select the category "Incoming invoice / credit note (supplier)".

Mappings

Name of the categories

Type

Storage period

Already added attributes

Add new attributes

You will now see the overview of the category "Incoming invoices / credit note (supplier)". In addition to the document type, the storage time and the currently assigned attributes are also displayed. On the right side, additional attributes can be added. Since the attribute "Gross amount" has not been created yet, it has to be created now. To do this, please click on "Add new attribute".

Mapping –Add attribute

1. Choose name

Neue Eigenschaft hinzufügen

Name
Bruttobetrag

12/50

Datentyp
○ Text
○ Zahl
● Währung
○ Datum
○ Datum und Zeit

2. Data type
Select „Currency"

Anzahl der Werte
● Ein Wert
○ Mehrere Werte

3. Select „one value"

Abbrechen   Hinzufügen

4. Hinzufügen

The following dialog opens. Here the new desired attribute can be created. Since the gross amount is still missing for the configuration, we now assign this as a name. "Currency" is selected as the data type. Please leave the setting "One value" as it is. By clicking on Add, you create the attribute Gross amount.

Mappings – Add attributes

The Gross Amount property has now been added to the category. Save this change. Then return to the Dashboard.

Mappings – Matching
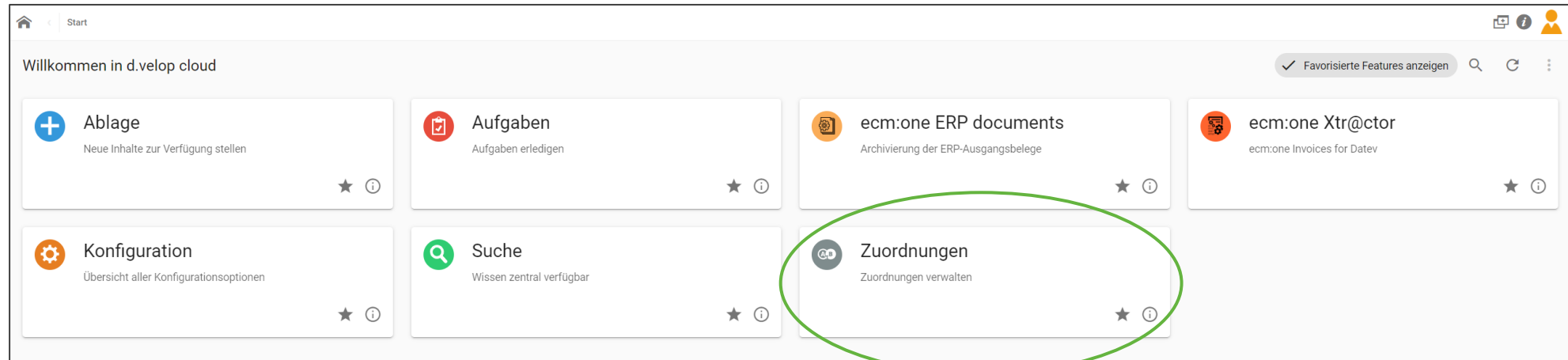
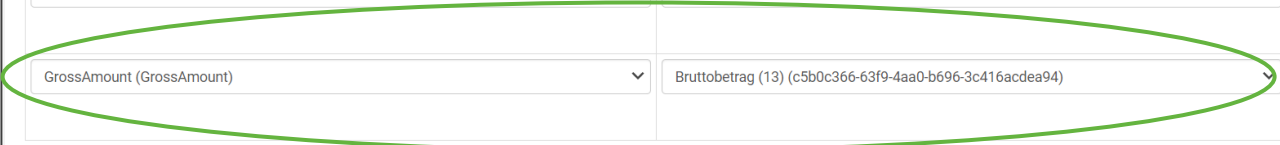To complete the mapping settings, click the Mappings tile on the dashboard. Then select the name you assigned earlier from the list, e.g. Invoices for DATEV.

Mappings – Matching

Now complete the mapping by adding the Gross Amount property, as shown above. Click on Save to complete the configuration item " Mappings". Return to Invoices for DATEV via the dashboard.

Checklist

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Workflow

The last configuration step deals with the workflow. The check mark here is set from the beginning - but this is only because default settings have already been set. These will now be adjusted.

Workflow – Overview
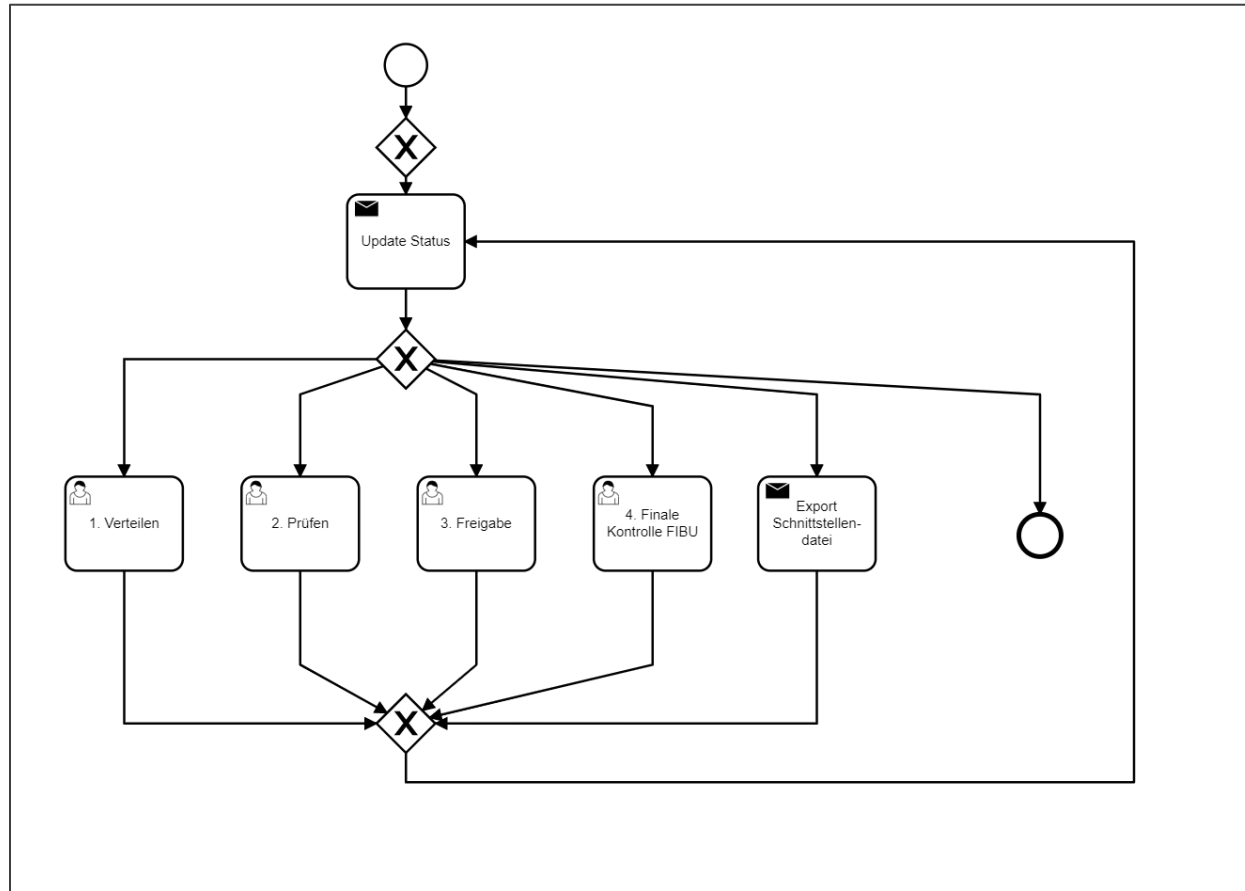
1. Distribute: In the edit screen, you can select who should perform the "Review" and "Release" steps.
2. Check: This is where the factual review takes place. Here the document can either be distributed to another factual checker or to the next processing step "Release".
3. Release/approve the invoice. Distribution to other auditors/approvers and forwarding to the final FIBU control is possible.
4. Export DATEV interface file via FileShare. Technical step, no task for the user.

Zur Übersicht: Der Prüfungsworkflow beinhaltet insgesamt Overview: The inspection workflow contains a total of 5 steps. Color markings indicate the current workflow status. 5 Schritte. Farbmarkierungen zeigen dabei den aktuellen Workflowstatus an.

Workflow – User

First, the workflow participants of the individual steps are defined. To do this, click on the single gear.

Workflow – User

Not adjustable during the process

Adjustable during workflow

1. Click on Workflow

2. Select user for Workflow steps

Best practice tip: Create groups in the user administration of d.velop documents. You can use these as workflow participants. Tasks are now sent to all group participants. A group participant can "take" the task, for the other group members the task disappears from the task list.

In the settings, select the "Workflow" tab. Now you can select the users for the individual workflow steps. There are two groups to distinguish.

1. distribute/accounting: These users/groups can no longer be changed during the workflow. They are fixed for all invoices in the workflow.

2. reviewer/approver: These users/groups can be adjusted/changed during the workflow.

Workflow – Add file

The last step is to import the workflow into the system. To do this, return to the Dashboard and select the "Process Administration" tile there.

Workflow — Add file

Select "Deploy new process" as the action. Then upload the BPMN file sent to you by mail.

Workflow – Add file

You can now select whether you want to activate the logging of workflow parameters, such as throughput times. Then confirm by clicking on "Deploy".

Checkliste

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Done!

ecm:one Xtr@ctor

Exportierte Seiten: 5 von 500 Seiten

ecm:one GmbH

| Import (# 0) | Verarbeitung (# 0) | Export (# 0) | Statistik | Dashboard | | Kreditoren (# 9) | Sachkonten (# 91) | ? |

Gültige Mail-Adressen

32e_invoices_6664@xtractor.ecmone.cloud

+ Rechnungen

Dateien hier ablegen

Nicht verarbeitete E-Mails

Sender	Empfänger	Betreff	Datum	Dateiname	Aktionen
Keine E-Mails vorhanden					
Gesamt: 0					

Nicht importierte Dateien

Dateiname
Alle Dateien verarbeitet. Super!
Gesamt: 0

Einrichtungen erledigt?

✅ API-Key ✅ Zuordnungen ✅ Kreditorenstamm ✅ Sachkonten ✅ ecm:one Fileshare BN ✅ Workflow

You have done it! The setup of ecm:one Invoices for DATEV is now completely finished. You can now start archiving your incoming invoices!

Have fun archiving your

ecm one