

ecm:one ERP documents

Step-by-Step installation guide





Welcome!

Thank you for choosing ecm:one ERP documents. The app must be configured for an optimal start. The following click instructions will help you with this.

Please follow all instructions carefully - so nothing stands in the way of archiving your outgoing documents.

Your ecm:one team



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The formulations used in the document generally use the masculine form for better readability. However, all persons are of course meant and expressly desired, regardless of gender or other distinguishing features.

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Errors Expected.

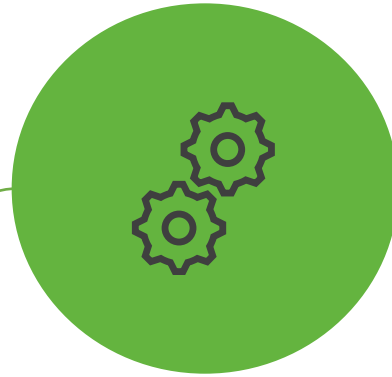
Technical process of ERP documents



01

Import

The import can take place via three channels. Either the documents are uploaded via drag'n'drop, as an email (e.g. BCC recipient) or via a cloud storage (FileShare). This is integrated as a drive directly in your file system, automated upload is possible.



02

Processing

The uploaded documents are processed fully automatically in ERP documents. Thanks to the templates, each property is found and transferred according to its position and regex on the document. In the event of incorrect values, the FileShare helps as a temporary storage location - so documents are never lost and complete transparency is guaranteed



03

Archiving

After processing, the documents are archived in d.velop documents. ERP documents transfers the documents with image and extracted values to the digital archive. A suitable assignment of the extracted properties with those of the file plan is ensured thanks to the assignments that have been set up.



Checklist

- FileShare
- API-Key
- Templates
- Assignments



Start

After the purchase, the ERP documents interface looks like this. The question "Setup done?" indicates an inadequate configuration. We will rectify this in the following steps.



FileShare

Dashboard - ERP-Documents

ecm:one ERP documents

Import Dashboard Statistik Vollständigkeit

Gültige Mail-Adressen

[Redacted]@erp.ecmone.cloud

+ ERP-Belege

Dateien hier ablegen

+ Vorverarbeitung

Dateien hier ablegen

Einrichtungen erledigt?

Templates / Felder Zuordnungen API-Key ecm:one Fileshare BN

The FileShare serves as a temporary storage location for archived outgoing invoices. All documents that could not be archived correctly due to an error are saved in it and it is responsible for the automatic import. Click on the word "FileShare" to access the configuration.



FileShare

ecm:one ERP documents

Benutzerkonto erstellen

Hier können Sie sich ein ecm:one Fileshare Konto erstellen.
Dafür einfach ein Passwort eintragen und bestätigen.

Benutzername:

Passwort: *

Passwort wiederholen: *

Nutzer erstellen

1. Set Password.

2. Conform.

The configuration opens in the appropriate place. A user account for the FileShare is created there. The user name is already filled in with the user's e-mail. A password must now be assigned. Please enter this twice in the fields provided and remember 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.



FileShare

The screenshot shows the 'Dashboard - ERP-Documents' interface. At the top left, there is a home icon and the breadcrumb 'Dashboard - ERP-Documents'. The main header features the 'ecm:one ERP documents' logo and the 'ecm:one' logo with 'ERP' in a small box. Below the header, there are navigation tabs: 'Import' (highlighted in green), 'Dashboard', 'Statistik', and 'Vollständigkeit'. On the right side, there are icons for a grid, a gift, a question mark, a red circle with 'ES', and a vertical menu with a double arrow, a gear, and a 'HELP' speech bubble.

The main content area is divided into two columns. The left column has a section titled 'Gültige Mail-Adressen' with a text input field containing a redacted email address followed by '@erp.ecmone.cloud'. Below this is a section titled 'Einrichtungen erledigt?' with four checkboxes: 'Templates / Felder' (unchecked), 'Zuordnungen' (unchecked), 'API-Key' (unchecked), and 'ecm:one Fileshare BN' (checked with a green tick).

The right column contains two identical grey boxes. Each box has a green button with a plus sign and the text 'ERP-Belege' or 'Vorverarbeitung'. Below each button is a cloud icon with an upward arrow and the text 'Dateien hier ablegen'.

If the user has been successfully created, the tick automatically changes to green. If this does not happen automatically, please reload the page.



Checklist

- FileShare
- API-Key
- Templates
- Assignments



API-Key

The screenshot shows the 'Dashboard - ERP-Documents' interface. At the top left, there is a navigation menu with 'Import', 'Dashboard', 'Statistik', and 'Vollständigkeit'. The main content area is divided into two columns. The left column contains 'Gültige Mail-Adressen' with a redacted email address and 'Einrichtungen erledigt?' with three checkboxes: 'Templates / Felder', 'Zuordnungen', and 'API-Key'. The 'API-Key' checkbox is circled in orange. The right column contains two upload sections: '+ ERP-Belege' and '+ Vorverarbeitung', each with a 'Dateien hier ablegen' button and a green arrow icon. A text overlay in the center reads: '1. switch to configuration by clicking on "API key".'

The next step is to set up the API key. This serves as an encryption component to link the system and the user. To set this up, you must switch to the configuration view. To do this, click on "API key".



API-Key – Generate

Dashboard - ERP-Docu... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Allgemein Import Vorverarbeitung Verarbeitung Outlook365 - MS Graph API Signature **Export** Kachelkonfiguration

Parameter	Wert	Beschreibung
API-Key	<input type="text"/>	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	<input type="text"/>	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
BasisAdresse	<input type="text"/>	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

Select "Generate new API key" for the initial setup.



API-Key - Generate

Home < ecm:one ERP-Documents > ecm:one ERP Documen... > API key

Create new API key

User **1.**

sophia.erdmann sophia.erdmann

Label **2.**

ERP documents

Create **3.** Cancel

1. Select user: Enter your own user name and select from the drop-down list.
2. Enter label: This label can be freely selected. However, the name of the app is ideal.
3. Confirm by clicking on "Create".



API-Key – Enter

Dashboard - ERP-Docu... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Allgemein Import Vorverarbeitung Verarbeitung Outlook365 - MS Graph API Signature **Export** Kachelkonfiguration

Parameter	Wert	Beschreibung
API-Key	<input type="text"/>	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	<input type="text"/>	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
BasisAdresse	<input type="text"/>	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

After generation, select "Select existing API key".v



API-Key – Enter

API keys

sophia.erdmann sophia.erdmann (ERP documents) ←

Now select the API key with the name you have just assigned from the list by clicking on it.



API-Key – Enter

2. Click the back arrow twice!

The screenshot shows the 'API key details' page in a web application. The breadcrumb navigation at the top reads 'ecm:one ERP-Documents > ecm:one ERP Documen... > API keys > API key'. A home icon is circled in orange. The page contains three main sections: 'User' with the value 'sophia.erdmann sophia.erdmann' and a label 'User Name'; 'Label' with the value 'ERP documents' and a label 'Label'; and 'Key' with a masked value '.....' and a label 'Encrypted API-Key'. A 'Copy' icon is circled in orange next to the key field, with a callout box containing '1. Copy!'. A 'Cancel' button with a trash icon is located at the bottom left. Arrows point from the labels to their respective values.

The following window opens. You can see the user, the label assigned and the encrypted API key. Now select this by clicking on the "copy" symbol. 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 – Enter

Konfiguration - ecm:one ERP Documents

Allgemein Import Vorverarbeitung Verarbeitung Outlook365 - MS Graph API Signature **Export** Kachelkonfiguration

Parameter	Wert	Beschreibung
API-Key	<input type="text"/>	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	<input type="text"/>	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
BasisAdresse	<input type="text"/>	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

Confirmation

Parameter gespeichert
API-Key

Now click on the field to the right of "API key". Use the key combination Ctrl + V to paste the copied code into the field. A blue confirmation field appears briefly.



Checklist

- FileShare
- API-Key
- Templates
- Assignments



Templates

Dashboard - ERP-Documents

ecm:one ERP documents

ecm:one

Import Dashboard Statistik Vollständigkeit

Gültige Mail-Adressen

@erp.ecmone.cloud

+ ERP-Belege

Dateien hier ablegen

+ Vorverarbeitung

Dateien hier ablegen

Einrichtungen erledigt?

Templates / Felder Zuordnungen API-Key ecm:one Fileshare BN

The third step of the setup is about the "templates/fields". ERP documents is responsible for archiving outgoing documents. These always have the same layout as they are created by the company using the same software. In order for these documents to be read automatically, layouts must be created for the different document types. Please click on "Templates/Fields" to access the configuration.



Templates - Overview

Settings bar, Tab: Processing

Template-name

Template import, if template already exists

Settings of the individual templates, in this case the "Invoice" template.

Fields that are to be read from the template.

Test area to check whether the entered values can be read out.

Overview of the fields including their position on the document and the regex.

Parameter	Wert	Testergebnisse
Identifikation	<input checked="" type="checkbox"/> Identifikation über Dateinamen	
Position Regex	84 10 39 9 Rechnung	

This takes you to the template configuration page. Firstly, we will give you an overview of all the fields. You will find more detailed information on the fields and the configuration in the following slides.



Templates - Adding

Adding more Templates

Dashboard - ERP-Dokumente ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Import **Verarbeitung** Export

Rechnung X

+ Template importieren

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.

+ Auswählen

Keine Datei ausgewählt

Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.

Aktualisieren

Dieser Vorgang kann einige Sekunden dauern.

Auszulesende Felder

BelegNr X

Parameter	Wert	Testergebnisse
Identifikation		
Position		
Regex		
BelegNr		
	X Datum X Pflicht X Key X Numerisch/Währung X Alles	
Position	50	100 20
Regex	V-[0-9]{8}	
DATEV-Export		
	X kein DATEV-Export	
DATEV-Sachkonto 16%/19% 5%/7% 0%	8400	8300 8200

We start with the configuration of the "Invoice" template. This is the default template that is provided. Of course, this can also be changed. The following process can be carried out simultaneously for all other templates. If you want to add and set up further templates, you can enter the desired template in the line for the template name and confirm with the Enter key. Another area opens that can be configured for this template. **Important:** Do not use "umlauts" (ä, ö, ü), but ou, oe, oa instead!



Templates - Adding

Dashboard - ERP-Dokumente ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Import **Verarbeitung** Export

Rechnung

+ Template importieren

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.

+ Auswählen

Keine Datei ausgewählt

Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.

Aktualisieren

Dieser Vorgang kann einige Sekunden dauern.

Auszuwendende Felder

Parameter	Wert	Testergebnisse
Identifikation		
Position		
Regex		
BelegNr	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position	<input type="text"/> 50 <input type="text"/> 100 <input type="text"/> 20	
Regex	<input type="text"/> V-[0-9]{8}	

Template Import

Help

If a template already exists in another instance or a DATEV standard template is used, e.g. for payroll accounting, this can be imported here. Some of the DATEV standard templates are available for download on our help page under the Downloads tab.



Templates

Values for **identifying** the document type, e.g. invoice, delivery note, payslip.

Identifikation

Position
Regex

Measured values on the receipt

84	10	39	10	9
----	----	----	----	---

Rechnung

Values for the individual fields.

KundenName

Position
Regex

Insert Regex

Konstante

Datum Pflicht Key Numerisch/Währung Gesamte Box

Alle Werte Formularfeld Dateiname

10	40	40	28
----	----	----	----

.(5,50}

Let's start with the configuration of the template. To set up a template completely, you should first consider what information you want to read from the outgoing document, e.g. document number, document date, customer name and address, etc. Enter these in the field next to "Document no.". These are entered in the field next to "Document no.", above the measured values. The "Document no." field is preset in the same way as the invoice template and can also be deleted. The next step is to determine the exact position of this field on the document so that these "measured values" and the associated regex are inserted in the template. We will now go through these steps step-by-step using an example document.



Example documents

Werkzeuge & mehr!

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

Herrn Kipfler
Alteberg 3
47137 Duisburg
DUITSCHLAND

Seite 1 von 1

Rechnung

Sehr geehrte Frau Kipfler,
Im folgenden Bre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art. Nr.	Beschreibung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121730	Schwimmer Itemid 658 Rannhemmesel antistatik grau Gr. 143	1,00	Stück	50,85	50,85
Summe:						50,85
16,20% USt. auf EUR 50,85:						8,34
Endbetrag:						59,19

Vielen Dank für Ihren Einkauf bei Werkzeuge & mehr! und bis zum nächsten Einkauf.
Ihr Werkzeuge und mehr! Team

Werkzeuge & mehr! GmbH
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kontakt@werkzeuge.de
www.werkzeugundmehr.de
Sparkasse Münsterland Ost
BIC: 25120310
IBAN: 123789456789
UID-Nr.: DE123456789
Handreg.-Nr.: 12345678

[Testtemplate „Rechnung“](#)
[Download per Klick](#)

Template: Rechnung

Hier können Sie Dokumente hochladen, um Ihre Parameter zu testen. Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren. Dieser Vorgang kann einige Sekunden dauern.

KundenName x BelegDatum x BelegNr x
KundenNr x

Parameter	Wert	Testergebnisse
Identifikation		
Position	23 90 35 15	
Regex	Rechnung	
KundenName	<input checked="" type="checkbox"/> Datum <input checked="" type="checkbox"/> PPKid <input checked="" type="checkbox"/> Key <input checked="" type="checkbox"/> Nummern/Währung <input checked="" type="checkbox"/> Alias	
Position	22 40 40 28	
Regex	{5,50}	Alleweg 3 47137 Duisburg
BelegDatum	<input checked="" type="checkbox"/> Datum <input checked="" type="checkbox"/> PPKid <input checked="" type="checkbox"/> Key <input checked="" type="checkbox"/> Nummern/Währung <input checked="" type="checkbox"/> Alias	
Position	119 33 61 46	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	[0-9]{2}[0-9]{2}[0-9]{2}[0-9]{4}	Kundennummer: 1000187
BelegNr	<input checked="" type="checkbox"/> Datum <input checked="" type="checkbox"/> PPKid <input checked="" type="checkbox"/> Key <input checked="" type="checkbox"/> Nummern/Währung <input checked="" type="checkbox"/> Alias	
Position	119 33 61 46	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	4[0-9]{6}	Kundennummer: 1000187
KundenNr	<input checked="" type="checkbox"/> Datum <input checked="" type="checkbox"/> PPKid <input checked="" type="checkbox"/> Key <input checked="" type="checkbox"/> Nummern/Währung <input checked="" type="checkbox"/> Alias	
Position	122 50 50 21	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	1[0-9]{6}	Kundennummer: 1000187

[Werte für das Testtemplate „Rechnung“](#)
[Download per Klick](#)

In the following steps, the setup is carried out using a sample voucher. You now have the choice of carrying out the setup using the example or starting directly with your own documents. If you want to start with sample documents, you can find them on the help page of the ERP documents app or download them directly here.



Templates – Measurements

The screenshot shows the Adobe Acrobat Reader interface with a PDF document titled 'Hannah Käßler-1000187-40000168.pdf'. The document is an invoice from 'Werkzeuge & mehr!' to 'Hannah Käßler'. Annotations in orange boxes identify key data points: 'Customer information' points to the customer's name and address; 'Identification' points to the word 'Rechnung' (invoice); 'Document Date' points to the 'Belegdatum'; 'Document Number' points to the 'Belegnummer'; and 'Customer Number' points to the 'Kundennummer'. A wrench icon labeled 'Werkzeuge & mehr!' is also present.

Customer information

Identification

Document Date

Document Number

Customer Number

Werkzeuge & mehr!

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

Seite 1 von 1

Hannah Käßler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

Rechnung

Sehr geehrte Frau Käßler,
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121730	Schweisser Hemd 468 flammhemmend antistatik grau Gr. 143	1,00	Stück		50,85
Summe:						50,85
16,00% USt. auf EUR 50,85:						8,14
Endbetrag:						58,99

Vielen Dank für Ihren Einkauf bei Werkzeuge & mehr! und bis zum nächsten Einkauf,
Ihr Werkzeuge und mehr! Team

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Sparkasse Münsterland Ost
BLZ: 400 501 09
IBAN: 123789456789
USt-ID-Nr.: DE123456789
Handelregister: FI 234 56 78

The first step is to open the document from which the template is to be created in any PDF viewer application. The free Adobe Acrobat Reader is used here. A typical outgoing invoice is used as an example document. Firstly, we define which information is to be read out. In this case, this is: document date, document number, customer number, customer information. In order for ERP documents to know which template it is, it must be identified. This is done via the document type, in our case it is the word "invoice". There are now a total of 5 items on the document that ERP documents should read.



Templates - Categories

Dashboard - ERP-Docu... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Import **Verarbeitung** Export

Rechnung X

+ Template importieren

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.

+ Auswählen

Keine Datei ausgewählt

Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.

Aktualisieren

Dieser Vorgang kann einige Sekunden dauern.

Auszulesende Felder

BelegNr X BelegDatum X KundenNr X KundenName X

Parameter	Wert
Identifikation	
Position	
Regex	
BelegNr	X Datum X Pflicht X Key X Numerisch/Währung X Alles
Position	50 100 20
Regex	v-[0-9]{8}

Enter the field name and confirm with Enter.


These 5 fields are first entered in ERP documents. To do this, enter the desired field name in "Fields to be selected" and confirm with Enter. Additional configuration columns will now open for all fields.



Templates - Measurements

Hannah Käpfler-1000187-4000168.pdf - Adobe Acrobat Reader DC

Start Werkzeuge Hannah Käpfler-10... x

Werkzeuge & mehr! 

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

Hannah Käpfler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

Seite 1 von 1

Rechnung

Sehr geehrte Frau Käpfler,
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

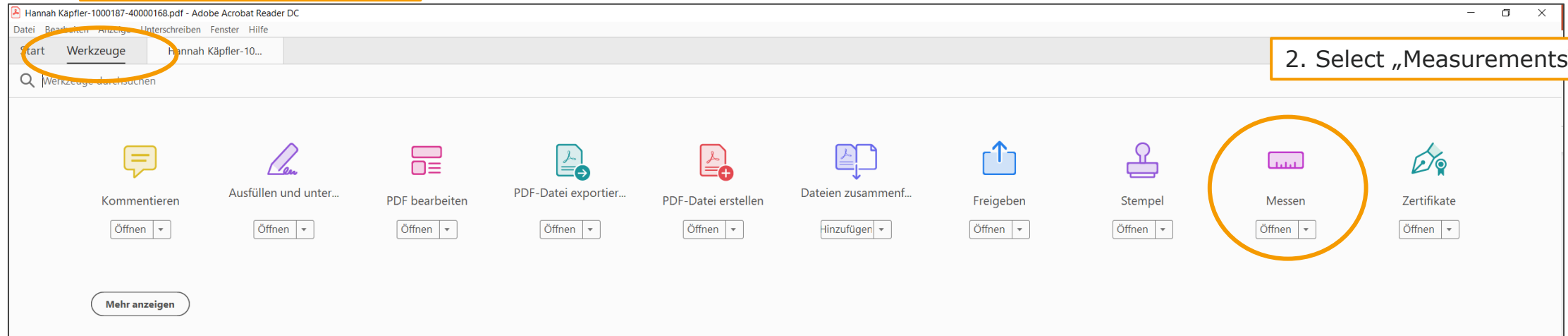
Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85
Summe:						50,85
16,00% USt. auf EUR 50,85:						8,14

Back to the PDF Viewer: Positions, what does that actually mean? Simply put, they are coordinates. On outgoing documents, the information we want to read is always in the same place. Companies create these documents with their own software and the layout does not change. The customer number, for example, will always be in exactly this position. Therefore, this position is now measured using coordinates on the document and these are entered in ERP documents.



Templates/Felder - Messen

1. Select Tools



To measure, click on the "Tools" tab. Select "Measure" there. Many of the free PDF viewer applications offer this function. A quick search on the Internet will show you where to find it.



Templates - Measurements

Hannah Käpfler-1000187-40000168.pdf - Adobe Acrobat Reader DC

Start Werkzeuge Hannah Käpfler-10... x

Messen

Messwerkzeug Objektdaten-Werkzeug Werkzeug für Geodatenposition

Ausrichtungstypen Messungstypen

58.46 mm

2. Carry out the first measurement.

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

Hannah Käpfler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

Seite 1 von 1

Rechnung

Sehr geehrte Frau Käpfler,
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85

Abstandswerkzeug
Abstand: 58,46 mm
Winkel: 89,76
 ΔX : 0,25 mm ΔY : 58,46 mm
Maßstab: 1 mm = 1 mm
Genauigkeit 0,01

The "Measure" tool opens. First select "Measuring tool". Set this to millimetres. You can now measure with the mouse pointer. To do this, click on the mouse pointer at the first position from which you want to measure. Then drag the pointer to where you want to measure. A red line appears indicating the length. A box should be drawn around the desired position. The first distance to be measured is therefore from the top edge of the document to the top of the "box".



Templates - Measurements

Hannah Käßler-1000187-40000168.pdf - Adobe Acrobat Reader DC

Start Werkzeuge Hannah Käßler-10... x

Messen Messwerkzeug Objektdaten-Werkzeug Werkzeug für Geodatenposition Schließen

Hannah Käßler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

121,75 mm

58,46 mm

Werkzeuge & mehr!

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

9,64 mm

34,11 mm

Seite 1 von 1

Rechnung

Sehr geehrte Frau Käßler,
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85

Three further measurements are required to fully localise the box (green here for illustration purposes) on the document. The distance from the left side edge to the left part of the box, the width and the height of the box. These measurements are carried out in the same way. In the end, it should look like this. As you can see, the measurements are not 100% accurate. This is not a problem! Leave some space around your box, "rough" measurements are sufficient. This also eliminates measurement errors, as the area in which ERP documents will later search is somewhat larger.



Templates- Measurements

Hannah Käßler-1000187-40000168.pdf - Adobe Acrobat Reader DC

Start Werkzeuge Hannah Käßler-10...

Messen Messwerkzeug Objektdaten-Werkzeug Werkzeug für Geodatenposition Schließen

Hannah Käßler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

121,75 mm

58,46 mm

Werkzeuge & mehr!

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

34,11 mm

9,64 mm

Seite 1 von 1

Rechnung

Sehr geehrte Frau Käßler,
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85

The following measurements have now been identified.
Left edge of the document to the left edge of the box: 121.75 mm
Top edge of the document to the top edge of the box: 58.46mm
Width of the box: 34.11mm
Height of the box: 9.64 mm.



Templates - Measurements

RECHNUNGSNUMMER

Position
Regex

0	50	100	20
1[0-9]{5}			

Left distance to the box

Upper distance to the box

Width of the box

Height of the box

Now enter the values in the template. The values shown above are preset. These can simply be overwritten. All values are given in millimetres and can be rounded up or down. Depending on whether this enlarges or reduces the box (round up height and width, reduce distances from top and left). The values have also been adjusted in our example.



Templates - Regex

Position	Regex
121	1[0-9]{5}
58	
35	
10	

Die Regex ist standardmäßig, je nach Feldbezeichnung mit einer Regex vorausgefüllt. In diesem Fall wird die KundenNr. vorgeschlagen mit folgendem Aufbau: Start mit einer 1, folgend 5 Ziffern zwischen 0-9.

This regex can now be customised or simply overwritten with the desired one.

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

1 [0-9]{6}

The regex must now be filled in. The regex defines which characters and numbers are to be transferred. It is possible that there are more characters in the drawn box than should be transferred. In our box, for example, this would be "Customer number:". To exclude this, the structure of the customer number is formulated in general terms. This also has the advantage that it is always structured in the same way. Let's take a look at the example. The number starts with a 1, followed by 6 more numbers. The definition is probably the most difficult part of the setup. It takes some practice, but the definition is easy to understand. The following slide shows typical examples that you can use to define your regex.



Templates - Regex

Dates:

01.01.2021 → `[0-9]{2}[.][0-9]{2}[.][0-9]{4}`

01. January 2021 → `[0-9]{2}.\s[a-zA-Z]{3,10} [0-9]{4}`

Names:

Sequence of any kind of names, addresses etc.

eg.: Names → `.{5,50}`

Number sequences :

Structure, is there a starting number that is always the same? Is the number of subsequent digits the same?

eg.: 4000168 → `4[0-9]{6}`

Numbers and letters combined

eg.: IBAN: DE98 4005 0150 3145 5987 → `[a-zA-Z]{2,3}[0-9]{2} [0-9]{4} [0-9]{4} [0-9]{4} [0-9]{4} [0-9]{4}`

Order number: INV-DE-694515545-2020-10578 → `INV-DE-[0-9]{9}-[0-9]{4}-[0-9]{5}`

Identification field:

Enter the actual word to be searched for here. For example, invoice, order confirmation, delivery note, quotation, ...

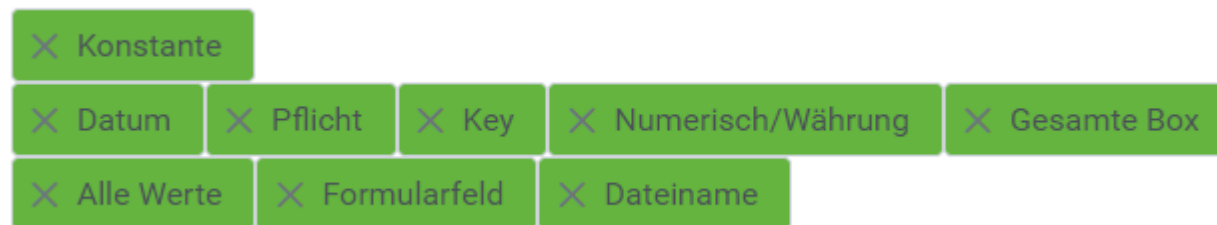
Here you will find some typical number/letter sequences and their regex.

Important when formulating regex: Make sure you use the correct bracket types `[]` , `{}`.

Pay attention to precise formulation. `[]` = possible values/ fixed value `{}` = number of digits



Templates - Regex



- Datum:** Select if a date is to be transferred
Pflicht: Select if this field must be transferred. If errors occur here, the document is labelled as incorrect.
Key: Select if this field is to be used to create uniqueness.
Numerisch/Währung: Select if an amount is to be entered with a comma.
Alles: Select if everything is to be transferred from the measured box.
Alle Werte: All values are transferred.
Formularfeld:
Dateiname: Select if information is to be taken from the file name.

The last selection concerns the technical transfer of the measured values. There are 9 categories here. Select the appropriate one for the field and the value will be transferred correctly.

TIP: Labelling with "Mandatory" is often helpful as no information is then lost!

Templates



1. upload test document via drag'n'drop or by selecting it in the file system.

2. click on Refresh.

Import Verarbeitung Export

Rechnung

+ Template importieren

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.

+ Auswählen

1000187-40000168.pdf

Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.

Aktualisieren

Dieser Vorgang kann einige Sekunden dauern.

Auszulesende Felder

BelegNr BelegDatum KundenNr KundenName

Parameter	Wert	Testergebnisse
Identifikation		
Position Regex	23 90 35 15	Rechnung
BelegNr	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position Regex	119 33 61 47	Belegdatum: 16.09.2020 Belegnummer: 4000168 Kundennummer: 1000187
BelegDatum	<input checked="" type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position Regex	119 33 61 47	Belegdatum: 16.09.2020 Belegnummer: 4000168 Kundennummer: 1000187
KundenNr	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position Regex	121 58 40 10	Kundennummer: 1000187
KundenName	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position Regex	22 40 40 28	Hennah Kaepfle Alleeweg 3 47137 Duisburg
DATEV-Export	<input type="checkbox"/> kein DATEV-Export	
DATEV-Sachkonto 16%/19% 5%/7% 0%	8400 8300 8200	

You must now repeat the procedure of measuring, entering, defining and measuring the regex and selecting the property fields for each parameter of the document. Everything has been completed here for the example document. Now comes the crucial question: Has everything been filled in correctly? There is a test function for this. To do this, upload the test document that you have measured. The Test results column shows whether the correct area has been measured.

Templates



Test results

The area highlighted in green is transferred to d.velop documents

Import **Verarbeitung** Export

Rechnung ✕

+ Template importieren

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen. + Auswählen Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren. Aktualisieren 🔍 📄
Dieser Vorgang kann einige Sekunden dauern.

1000187-40000168.pdf

Auszulesende Felder BelegNr ✕ BelegDatum ✕ KundenNr ✕ KundenName ✕

Parameter	Wert	Testergebnisse
Identifikation		
Position	23 90 95 15	Rechnung
Regex	Rechnung	
BelegNr	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position	119 33 61 47	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	4[0-9]{6}	Kundennummer:1000187
Belegdatum	<input checked="" type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position	119 33 61 47	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	[0-9]{2}:[0-9]{2}:[0-9]{4}	Kundennummer:1000187
KundenNr	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position	121 58 40 10	Kundennummer: 1000187
Regex	1[0-9]{6}	
KundenName	<input type="checkbox"/> Datum <input type="checkbox"/> Pflicht <input type="checkbox"/> Key <input type="checkbox"/> Numerisch/Währung <input type="checkbox"/> Alles	
Position	22 40 40 28	Hermann Kasperle Alleeweg 3 47137 Duisburg
Regex	.(5,50)	

Everything found in the specified area is displayed in the test column. However, only the text highlighted in green is accepted. This is a simple way to test position specifications and regex.



Templates

Button to import saved templates.

Duplicate template. Useful if there are several document layouts of a document type that are not 100% similar. This means that some changes can be made quickly.

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.

Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.
Dieser Vorgang kann einige Sekunden dauern.

Auszuwählende Felder: BelegNr, BelegDatum, KundenNr, KundenName

Parameter	Wert	Testergebnisse
-----------	------	----------------

Save template to upload it to another instance. A JSON file is created, which can be uploaded using the "Import template" button.

If you have already created templates in another instance or would like to export a template from the instance and import it into another instance, simply use the "Import" and "Export" function.



Checklist

- FileShare
- API-Key
- Templates
- Assignments



Assignments

Dashboard - ERP-Documents

ecm:one ERP documents

Import Dashboard Statistik Vollständigkeit

Gültige Mail-Adressen

[Redacted]@erp.ecmone.cloud

+ ERP-Belege

Dateien hier ablegen

+ Vorverarbeitung

Dateien hier ablegen

Einrichtungen erledigt?

Templates / Felder Zuordnungen API-Key ecm:one Fileshare BN

Another facility has been created! The tick for Templates is now also green! Now it's time for the final setup: the assignments. Assignments are important so that the information read from ERP documents is also saved in the right place in documents and correctly assigned to the properties of the record categories. You therefore link the fields created in ERP documents with those of the d.velop file plan. Clicking on "Assignments" takes you to the correct configuration point.



Creating Assignments

Home < ecm:one ERP-Docume... > Zuordnungen

Zuordnungen in d.velop documents

Es existieren keine Zuordnungen. [Neu anlegen.](#)

Create new assignment → + 1

If available, a list of existing assignments is displayed here. A new one must be created for ERP documents. To do this, click on the "Plus" button.



Creating Assignments

Home < ecm:one ERP-Documents > Zuordnungen > Details der Zuordnung

Neue Zuordnung

Name *

ERP documents

1. Select Name

Quelle *

d.ecs inbound
ecm:one ERP-Documents
Prozesse

2. Select ERP documents

SPEICHERN

The first step is to assign a name for the allocation. This is freely selectable, but it makes sense to choose a name that can be clearly assigned (e.g. the name of the app). The source is then selected from a drop list. Select ecm:one ERP documents here.



Assignments – Match Categories

ecm:one ERP-Documents > Zuordnungen > Details der Zuordnung

Neue Zuordnung

Name *
ERP documents

Quelle *
ecm:one ERP-Documents

Kategorien

Quelle	Ziel	
		🗑️

ZEILE HINZUFÜGEN

Eigenschaften

Quelle *	Ziel *	Regex	
			🗑️

Groß-/Kleinschreibung ignorieren

ZEILE HINZUFÜGEN

SPEICHERN

1. select source "Invoice"

2. select destination: Invoice / credit note (customer)

In the following, the categories created in ERP documents (source) are matched with those of the file plan from documents (target). We start with the "Category". The layouts created in ERP documents are listed under categories. In our example, this is the "Invoice" category. This is selected in the first step. Now the target in documents must be determined. A drop-down list appears with all the record plan categories available in documents. This list is long, so be careful when selecting your target category! In our example, we want our outgoing invoices to be filed under "Invoice / credit note (customer)" and select this.



Assignments – Match properties

Home < ecm:one ERP-Documents > Zuordnungen > Details der Zuordnung

Neue Zuordnung

Name *
ERP documents

Quelle *
ecm:one ERP-Documents

Kategorien

Quelle	Ziel
Re	(Kunde) (990c3) (32c3021e-2182-4452-8bca-2f346dec0dd5)

ZEILE HINZUFÜGEN

Eigenschaften

Quelle *	Ziel *	Regex
<ul style="list-style-type: none">ecm:one ERP-DocumentsBelegDatum (BelegDatum)BelegNr (BelegNr)DocumentNr (Dublettenpruefung) (DocumentNr)KundenNR (KundenNR)KundenName (KundenName)Benutzerdefinierter WertBenutzerdefinierter Wert (custom_value)		<input type="checkbox"/> Groß-/Kleinschreibung ignorieren

ZEILE HINZUFÜGEN

SPEICHERN

1. select category from the source. Here: Invoice / credit note (customer)

2. select source "ReceiptDate"

3. select destination: "Receipt date"

4. add another line

The properties represent the individual pieces of information that we want to read from the "Invoice" template. Now proceed as above. Select a category as the source and assign it to the correct destination in the documents file plan. -- Here is a best practice tip: Click on the symbol next to "Destination" and select the category you have specified. Now only properties that are also created in the category are displayed in the fileplan. The first property is the document date. We match this with the document date specified in the file plan. To specify another source, click on Add line. We now proceed in exactly the same way for all other properties.



Assignments – Match properties

Eigenschaften			
Quelle *	Ziel *	Regex	
BelegDatum (BelegDatum) ▼	Rechnung / Gutschrift (Kunde) ▼ Belegdatum (3) (c61756ff-fec7-45c4-a969-4fbcafd1dfc)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	🗑️
BelegNr (BelegNr) ▼	Rechnungs-/Gutschriftsnummer (11) (efe85be1-3f7f-4b22-881c-895617cd6a3)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	🗑️
KundenNR (KundenNR) ▼	Kundennummer (7) (5c496d13-f50e-4bc7-a6fb-f01b8db69b99)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	🗑️
KundenName (KundenName) ▼	Kundenname (6) (40b4daf7-9e42-45ac-ba95-84ad4dee1f85)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	🗑️

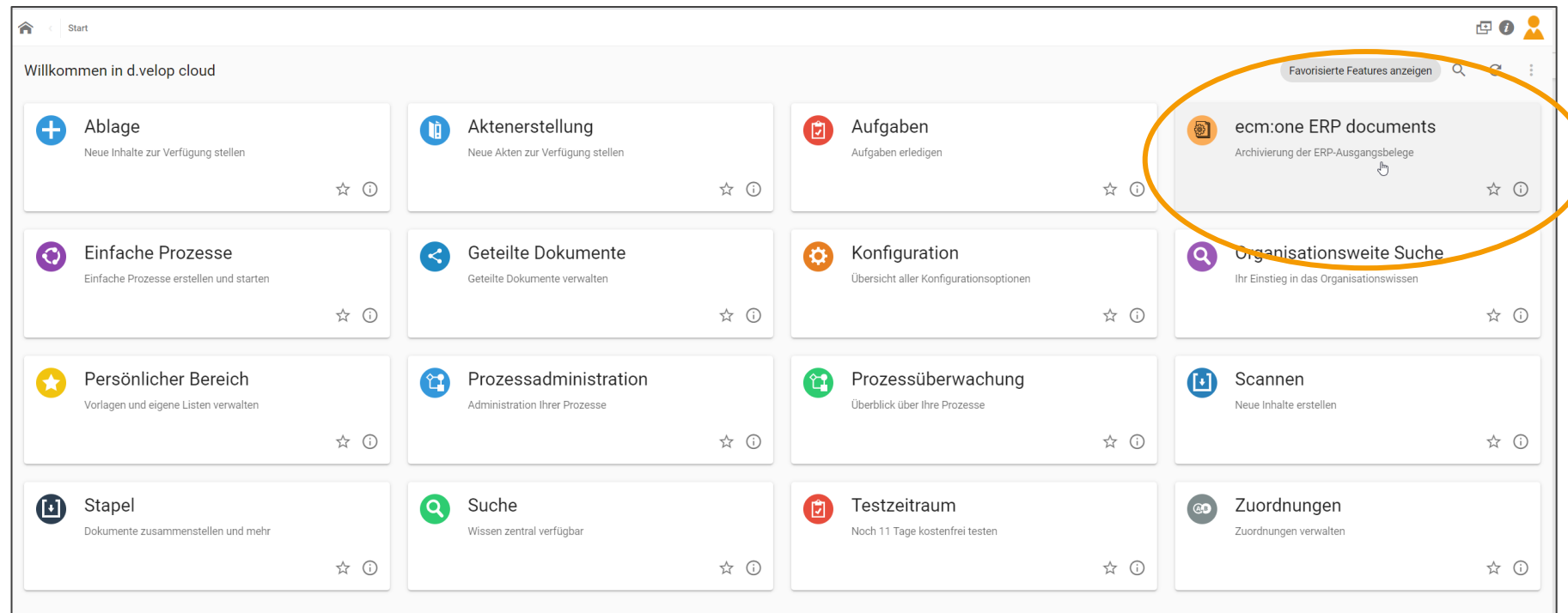
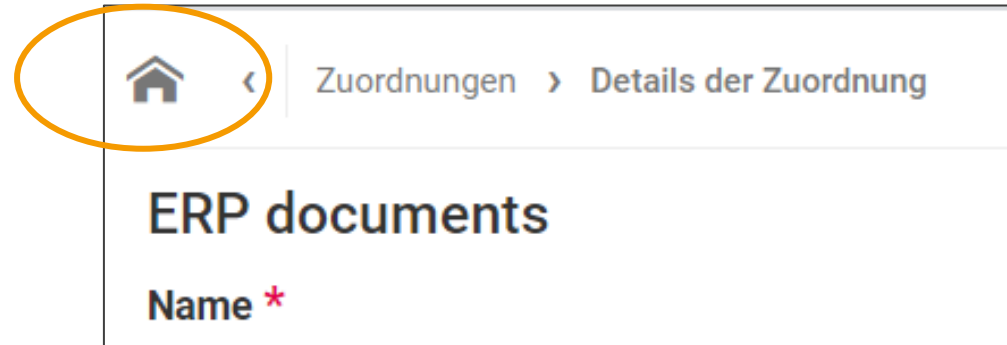
SPEICHERN

Save.

The complete assignment in the selected example now looks as follows. Once you have assigned all source and target properties, you can save your changes by clicking Save.



Assignments



Click on the house in the top left-hand corner to return to the dashboard. There you will find the tile for ERP documents, click on it.

Done!



The screenshot shows a web dashboard for 'ecm:one ERP documents'. The breadcrumb trail is 'Dashboard - ERP-Documents'. The page title is 'ecm:one ERP documents'. The navigation menu includes 'Import' (highlighted), 'Dashboard', 'Statistik', and 'Vollständigkeit'. The 'Import' section is active, showing 'Gültige Mail-Adressen' with the email '2h6_invoices_245@erp.ecmone.cloud'. A 'Dateien hier ablegen' button with an upload icon is visible. The 'Einrichtungen erledigt?' section shows four checked items: 'Templates / Felder', 'Zuordnungen', 'API-Key', and 'ecm:one Fileshare BN'. The right sidebar contains a 'HELP' button and a settings gear icon.

Congratulations, the setup is complete and you can start working with ERP documents!



Checklist

- FileShare
- API-Key
- Templates angelegt
- Zuordnungen eingerichtet



Further configuration options

Dashboard - ERP-Docu... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Allgemein Import Vorverarbeitung Verarbeitung Outlook365 - MS Graph API Signature Export Kachelkonfiguration

Parameter	Wert	Beschreibung
Logo	<input type="text" value="https://www.ecmone.de/wp-content/uploads/2020/08/ecmone-muenster-dokumentenerkennung-dokumentenmanagement-workflowmanage"/>	Möchten Sie ihr eigenes Logo verwenden - hier eine URL auf ein Bild einfügen.
Hauptfarbe	<input type="color" value="#4CAF50"/>	Hier können Sie die Hauptfarbe einstellen.
Zusatzfarbe 1	<input type="color" value="#4CAF50"/>	Hier können Sie die Zusatzfarbe 1 einstellen.
Zusatzfarbe 2	<input type="color" value="#FF9800"/>	Hier können Sie die Zusatzfarbe 2 einstellen.

Further settings can be made in the configuration. Under General, for example, a logo can be inserted and colours adjusted.



Further configuration options

Dashboard - ERP-Docu... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Allgemein Import **Vorverarbeitung** Verarbeitung Outlook365 - MS Graph API Signature Export Kachelkonfiguration

Parameter	Wert	Beschreibung
Dokumente splitten	<input type="checkbox"/>	Wenn aktiviert, werden die Dokumente gesplittet, wenn diese mehrere Barcodes enthalten.
Barcode-Typ	QR Code	Welcher Barcode-Typ soll ausgelesen werden.
Barcode RegEx		Muss mit dem Barcode-Wert auf dem Dokument übereinstimmen.

Wenn Dokumente vorverarbeitet werden müssen, kann dies hier eingestellt werden. Das kann z.B. eingesetzt werden, wenn Dokumente noch getrennt werden müssen oder noch keine OCR vorliegt. Dazu entscheiden, ob die Dokumente gesplittet werden sollen und welcher Barcode Typ auf dem Dokument aufgebracht wurde (Code 39, Code 128, QR Code). Im Anschluss muss festgelegt werden, wie der Barcode aufgebaut ist. Die zu trennenden Belege müssen im Ordner „Vorverarbeitung“ hochgeladen werden – entweder auf der passenden Drag'n'Drop Fläche oder im entsprechenden FileShare Ordner.



Further configuration options

The screenshot shows the 'Konfiguration - ecm:one ERP Documents' interface. The breadcrumb trail is 'Dashboard - ERP-Docu... > ecm:one ERP Documents - Konfiguration'. The page title is 'Konfiguration - ecm:one ERP Documents'. The navigation menu includes 'Allgemein', 'Import', 'Vorverarbeitung', 'Verarbeitung', 'Outlook365 - MS Graph API', 'Signature', 'Export', and 'Kachelkonfiguration' (which is highlighted in green). Below the menu, there is a text instruction: 'Hier kann konfiguriert werden, welche Benutzer und Gruppen die Kachel sehen dürfen.' Below this instruction is a dropdown menu labeled 'Benutzer / Gruppen' with a downward arrow.

If only certain employees are allowed to see the tile on the dashboard, this can be restricted here.



Thank you

- You have done it! All the settings have been made and you can now archive 100% of outgoing documents. This is a basic introduction to the configuration and the first steps with ERP documents. Therefore, not all possible errors or problems can be discussed. Please refer to the extensive FAQ in the app and contact us if you have any further questions or comments.

Have fun archiving,
your
ecm:one