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

Imprint / Legal Information

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

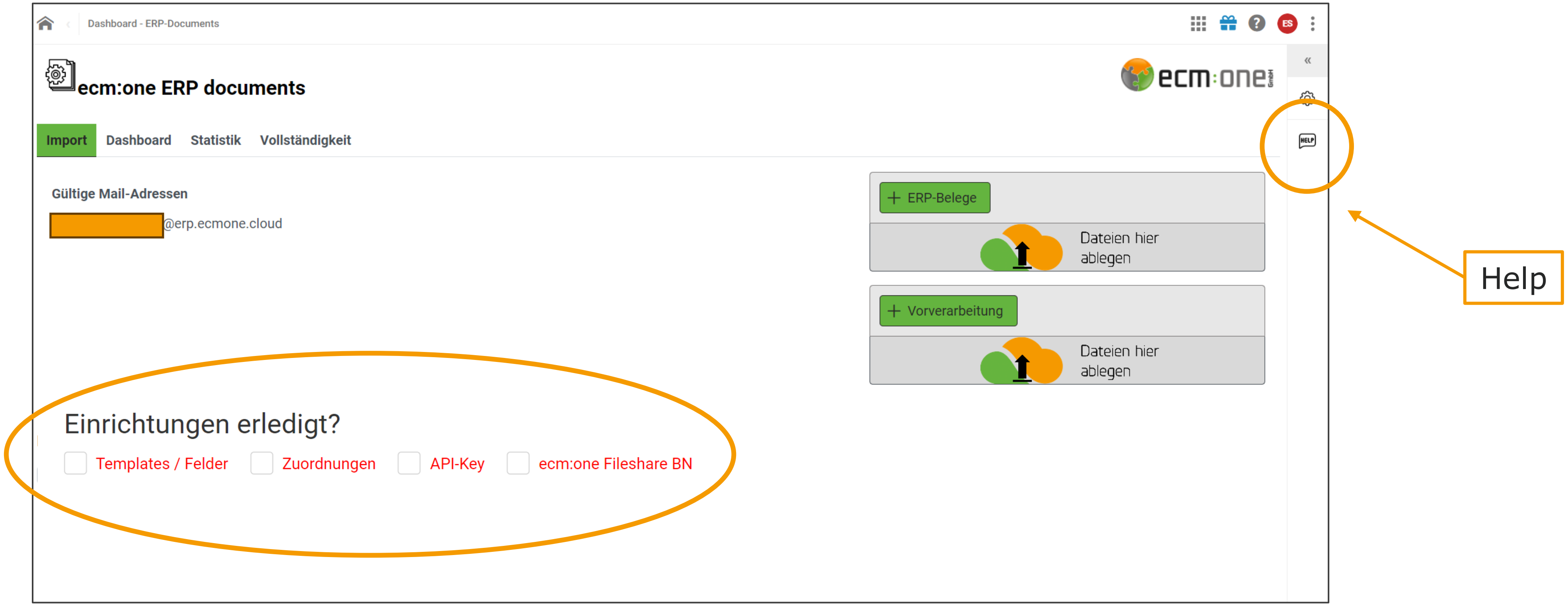
Archiving

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

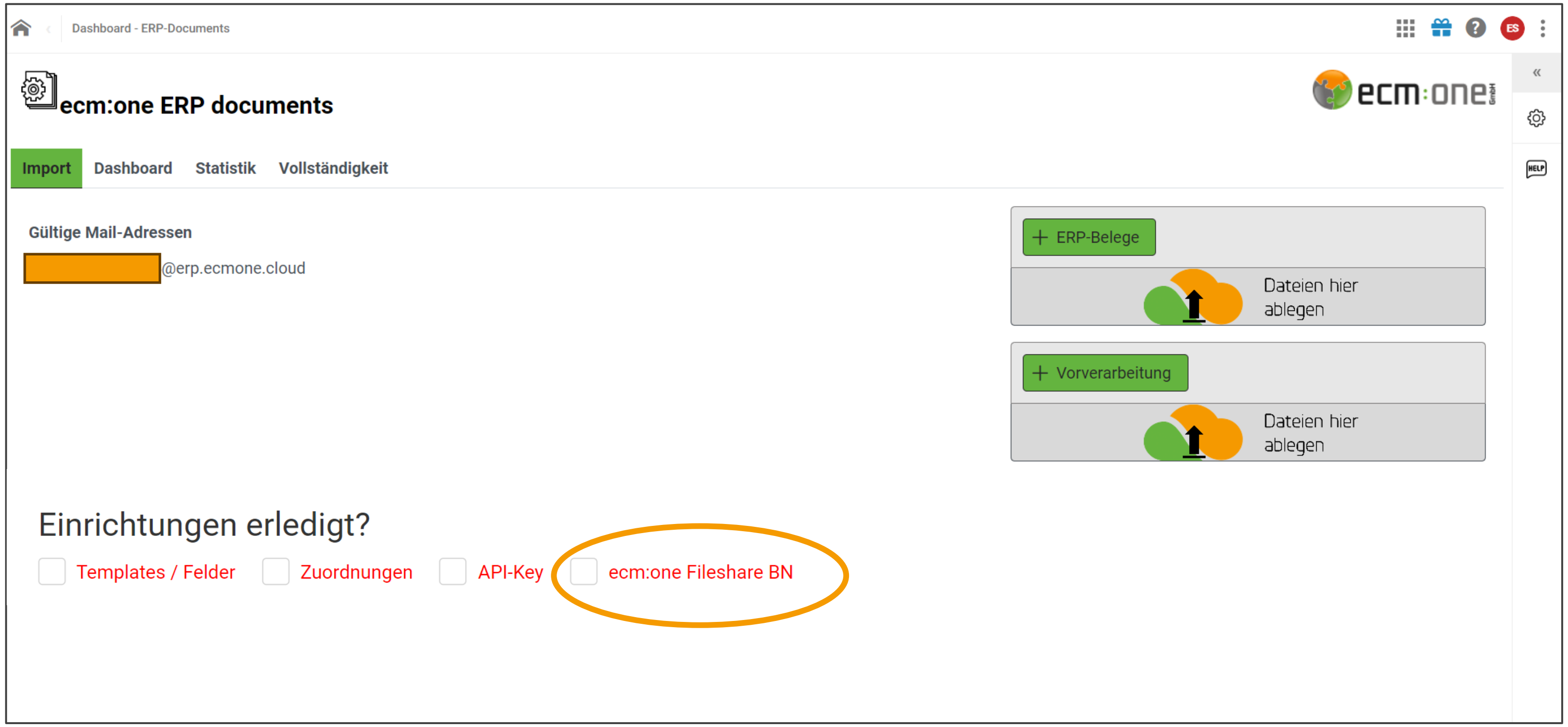
- ☐ FileShare
- ☐ API-Key
- ☐ Templates
- ☐ Assignments

Start



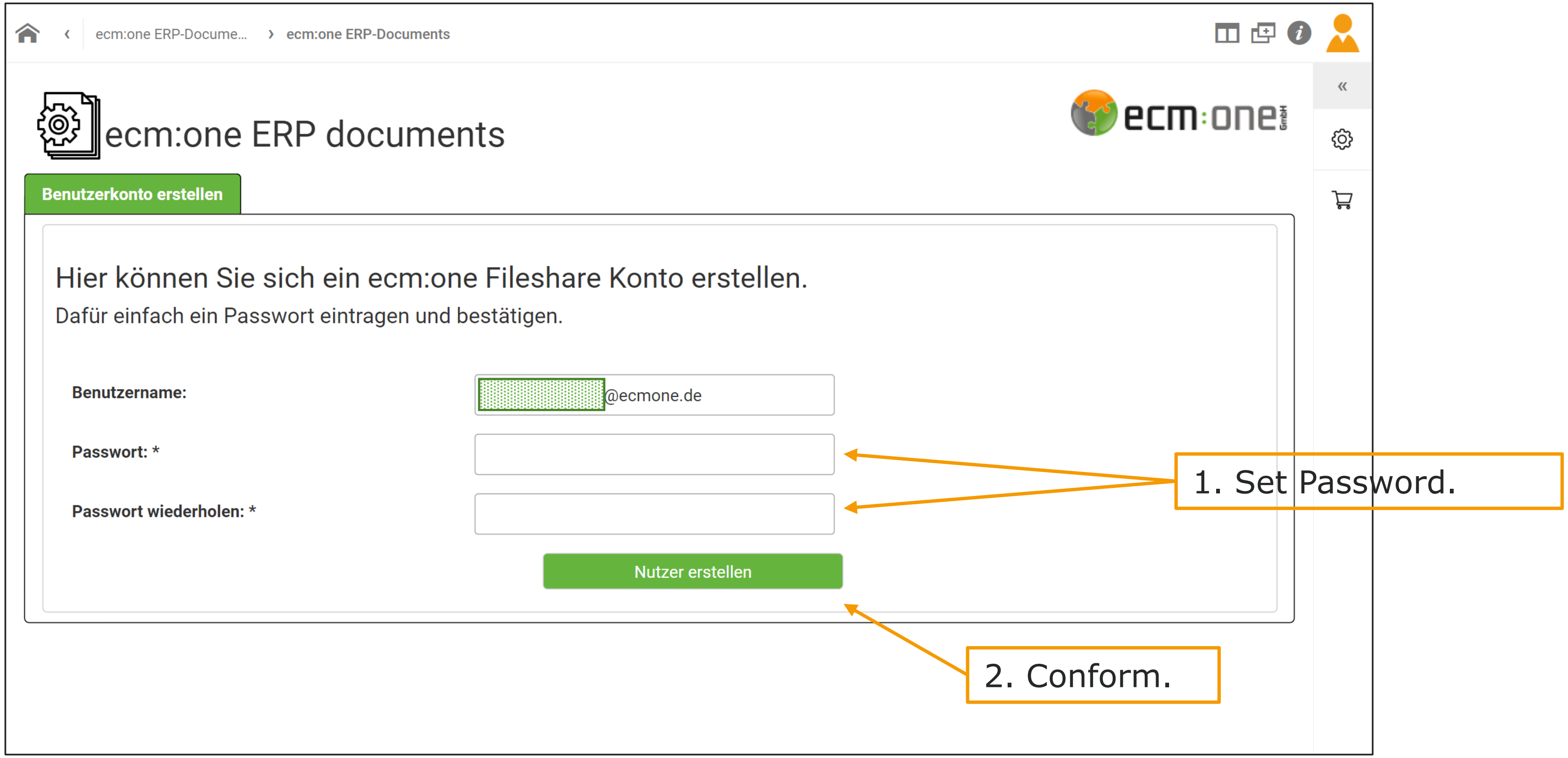
After the purchase, the ERP documents interface looks like this. The question "Setup done?" indicates an inadequate configuration. We will rectify this in the following steps.

FileShare



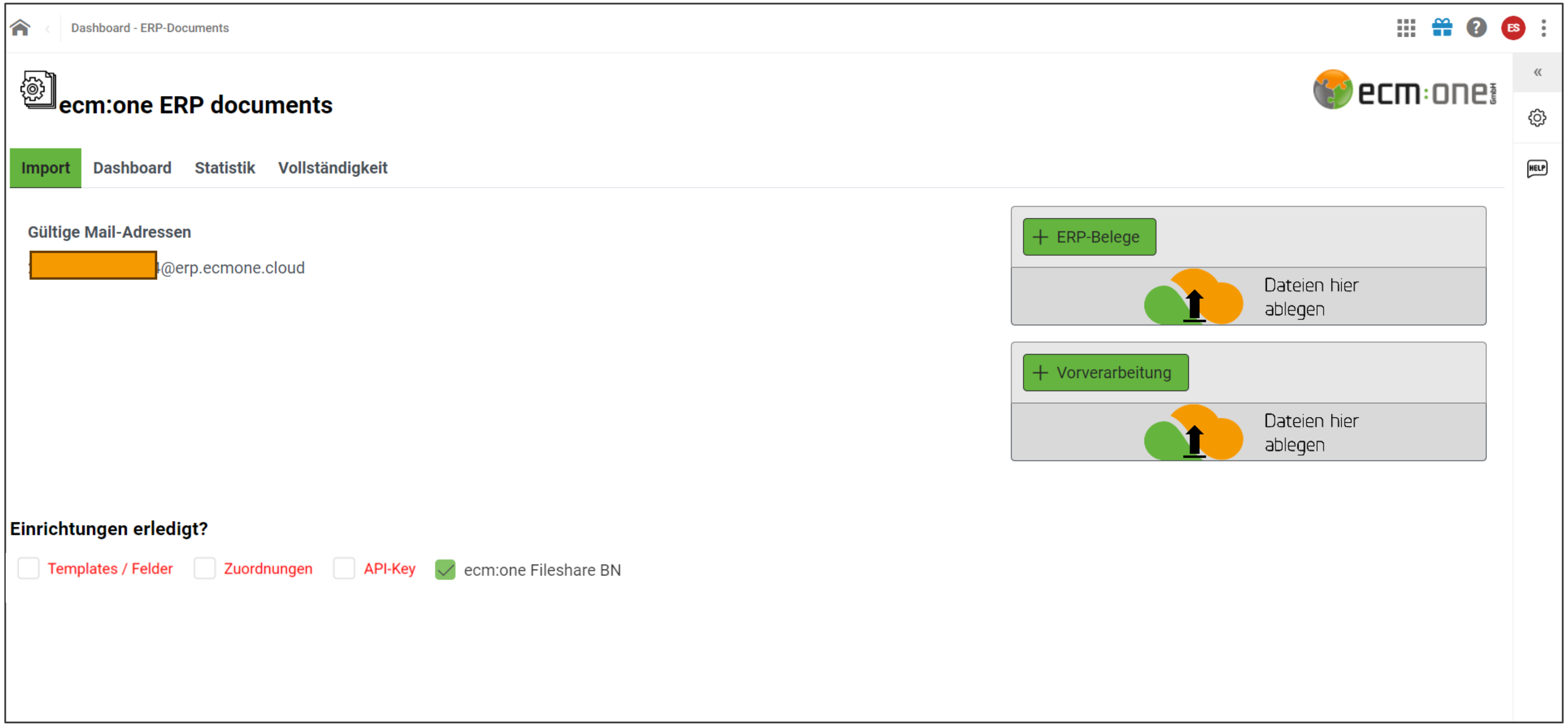
The FileShare serves as a temporary storage location for archived outgoing invoices. All documents that could not be archived correctly due to an error are saved in it and it is responsible for the automatic import. Click on the word "FileShare" to access the configuration.

FileShare



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

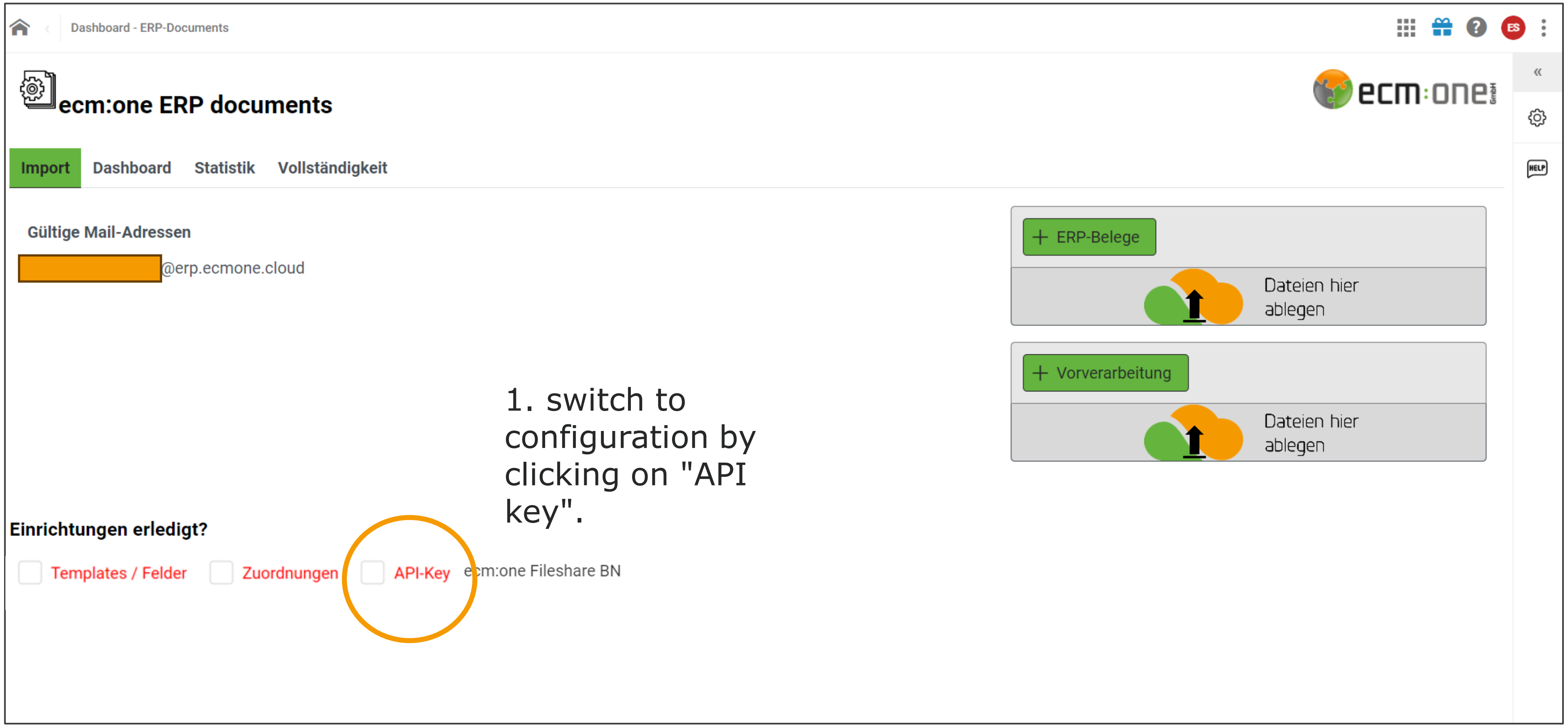


If the user has been successfully created, the tick automatically changes to green. If this does not happen automatically, please reload the page.

Checklist

- [x] FileShare
- [ ] API-Key
- [ ] Templates
- [ ] Assignments

API-Key

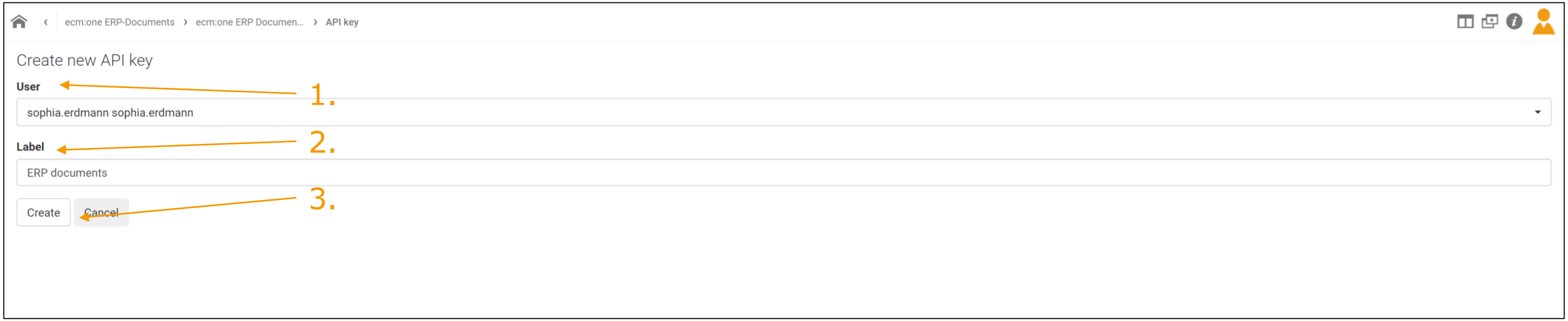


The next step is to set up the API key. This serves as an encryption component to link the system and the user. To set this up, you must switch to the configuration view. To do this, click on "API key".

API-Key – Generate

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

API-Key - Generate



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

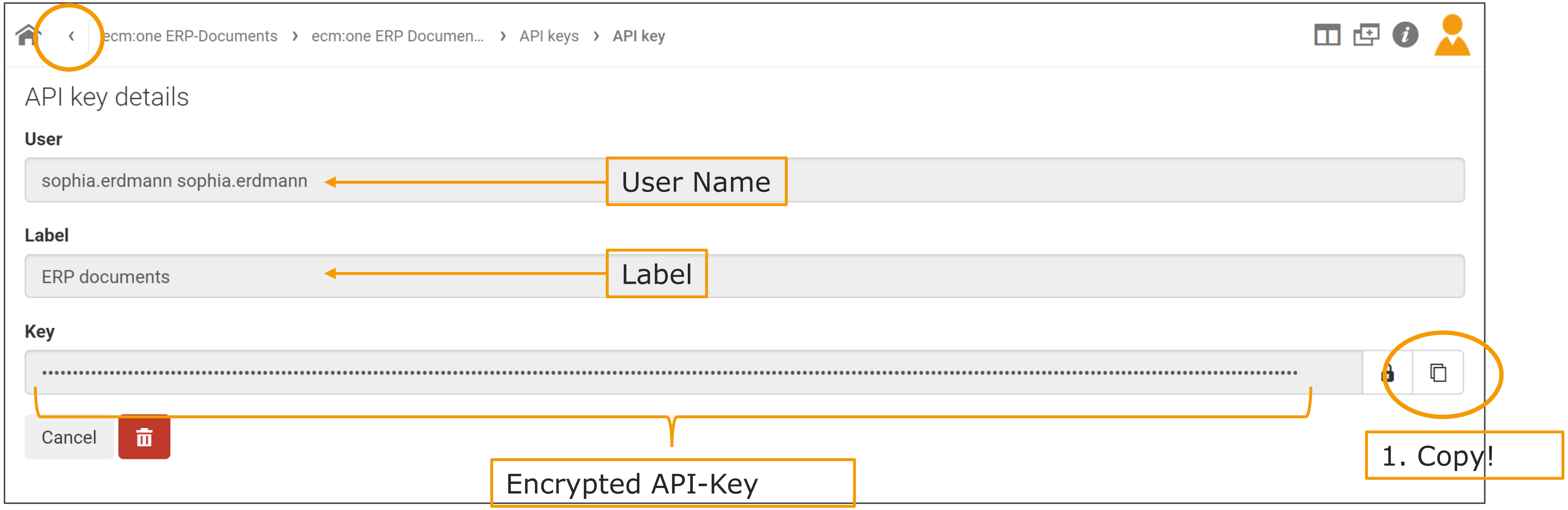
After generation, select "Select existing API key".v

API-Key – Enter

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

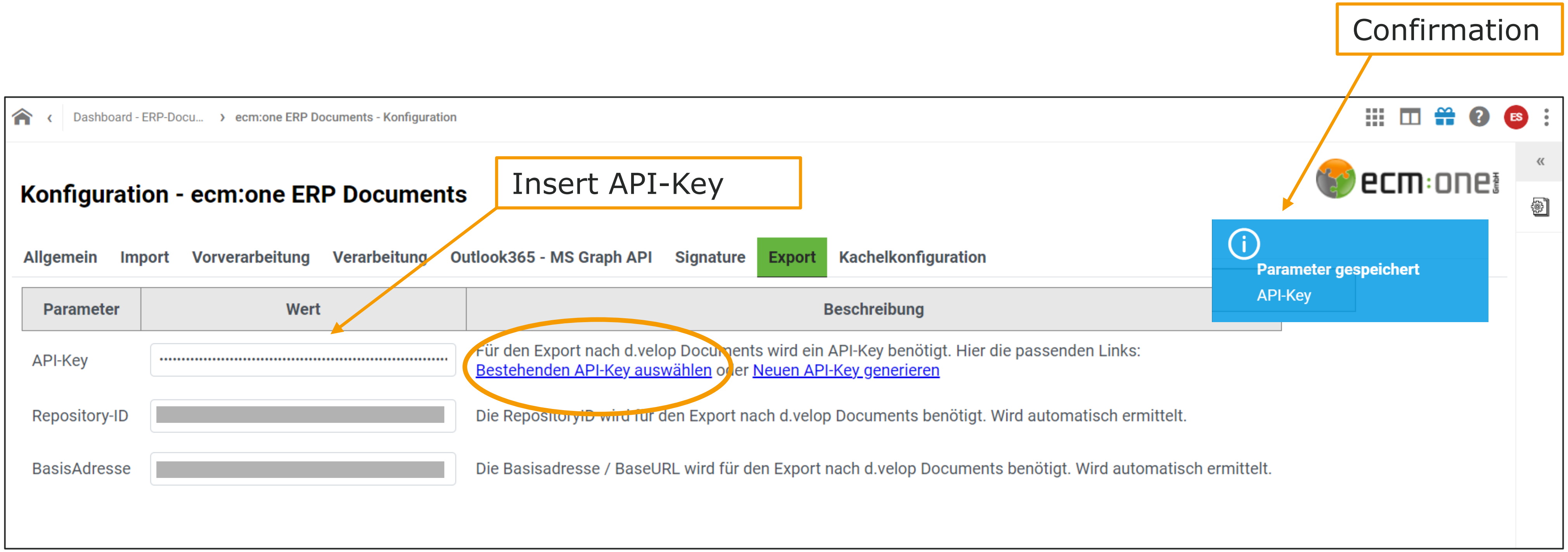
API-Key – Enter

2. Click the back arrow twice!



The 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

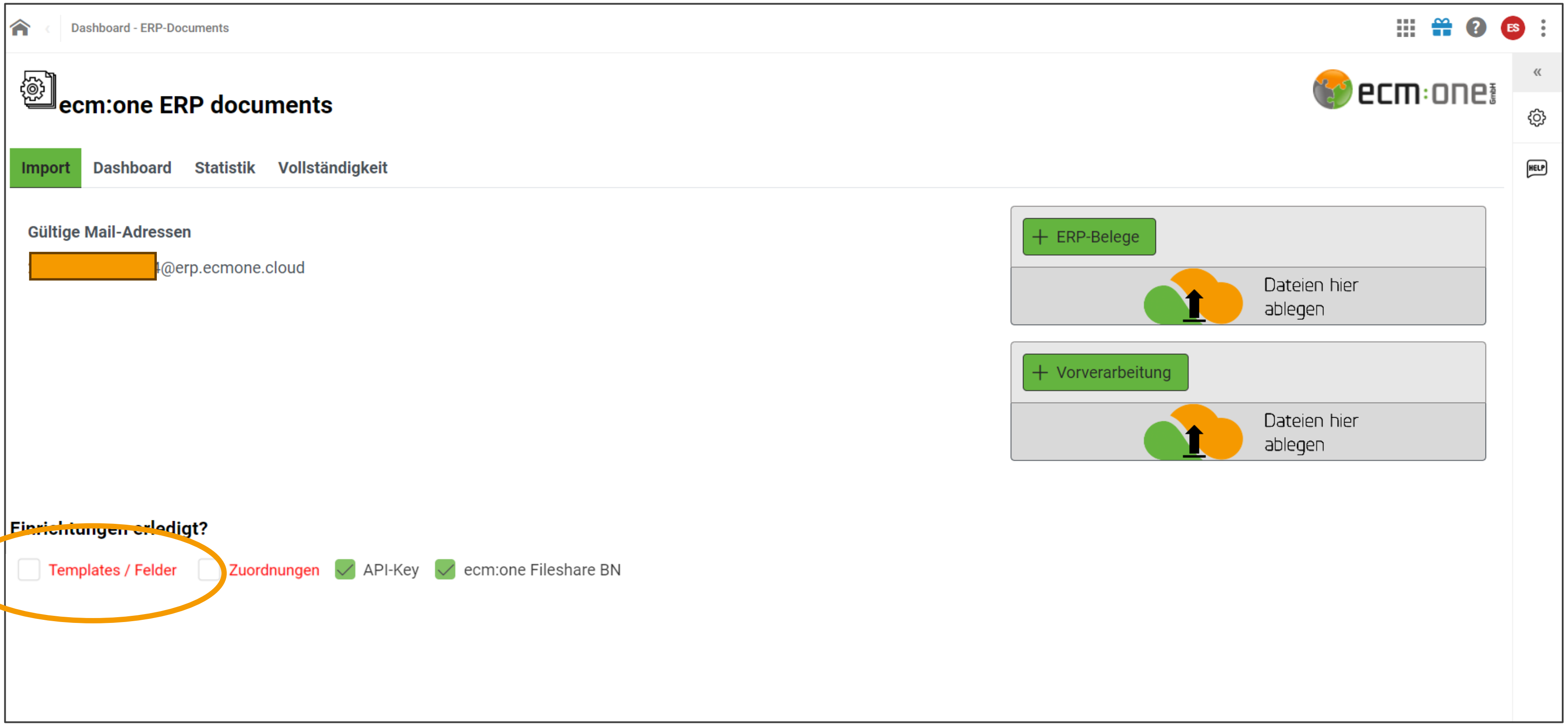


Now click on the field to the right of "API key". Use the key combination Ctrl + V to paste the copied code into the field. A blue confirmation field appears briefly.

Checklist

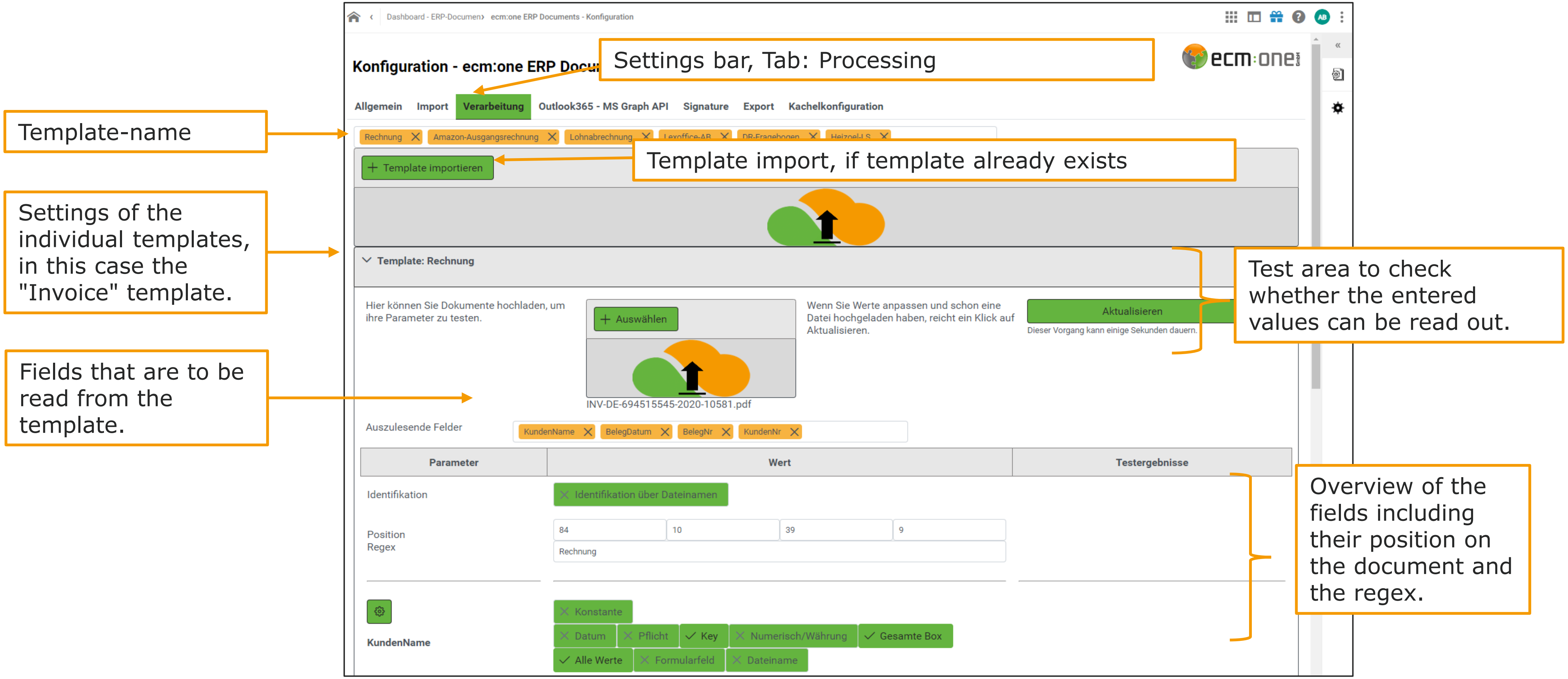
- [x] FileShare
- [x] API-Key
- [ ] Templates
- [ ] Assignments

Templates



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.

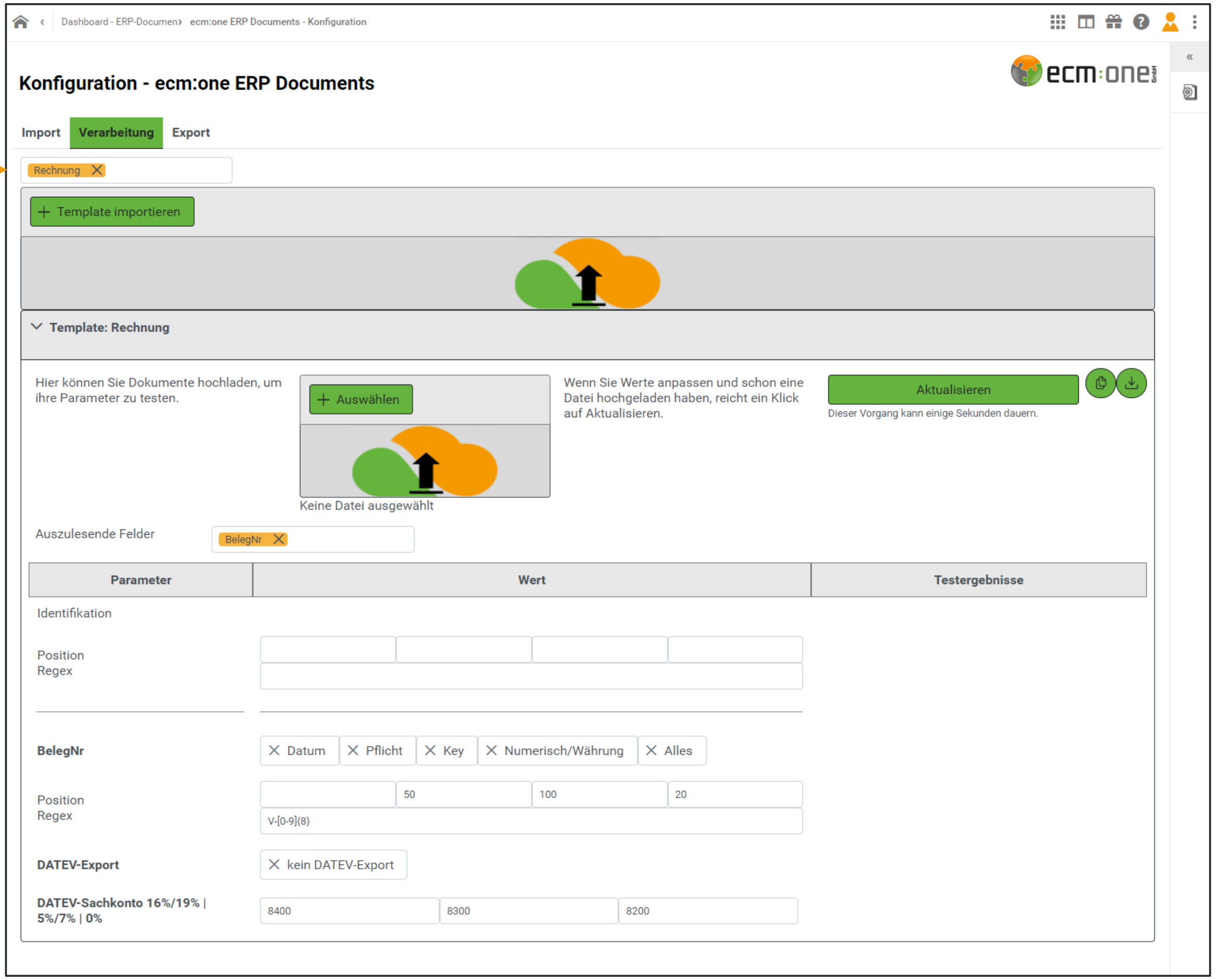
Templates – Overview



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

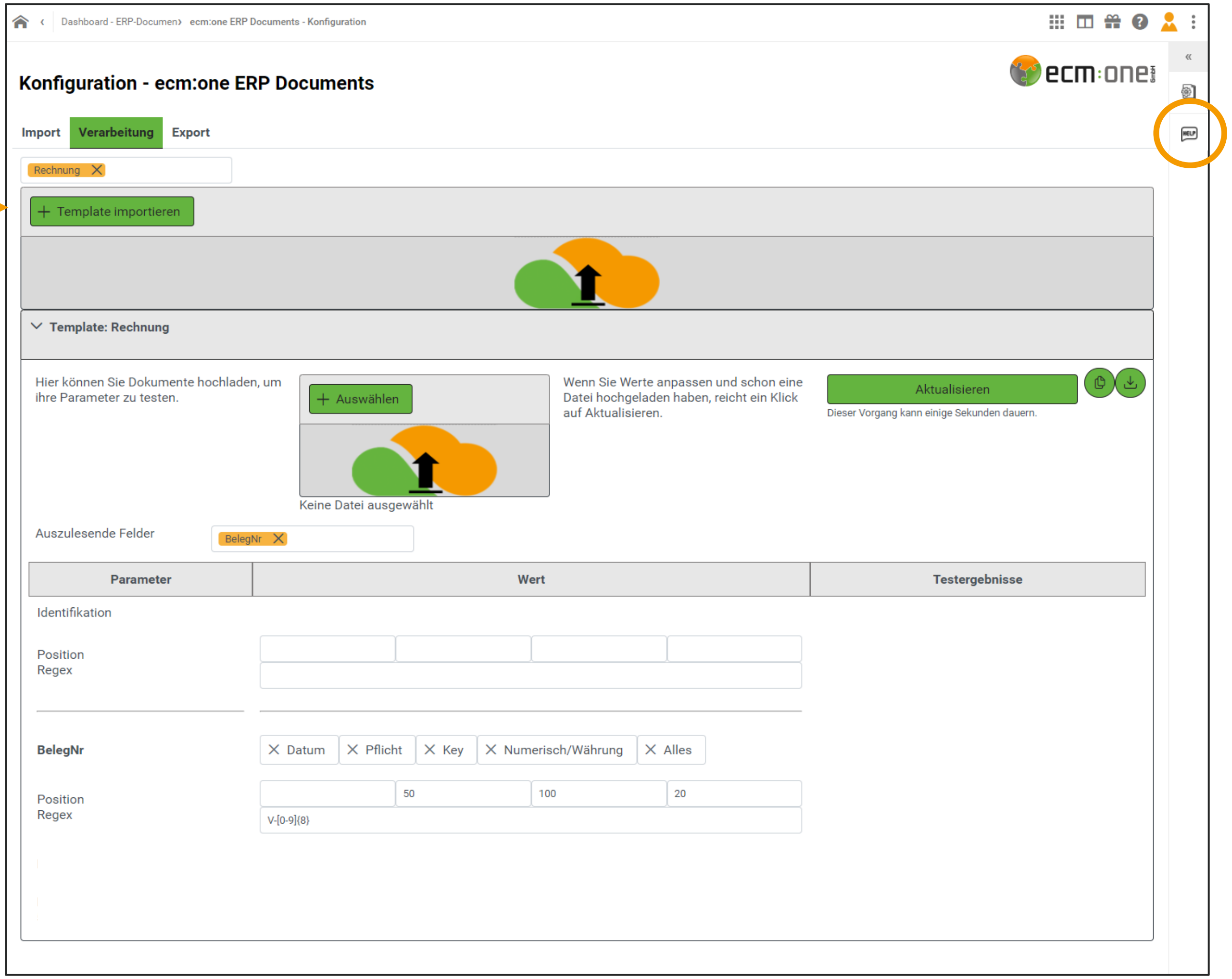
Adding more Templates



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 “umlaute” (ä,ö,ü), but ou, oe, oa instead!

Templates – Adding

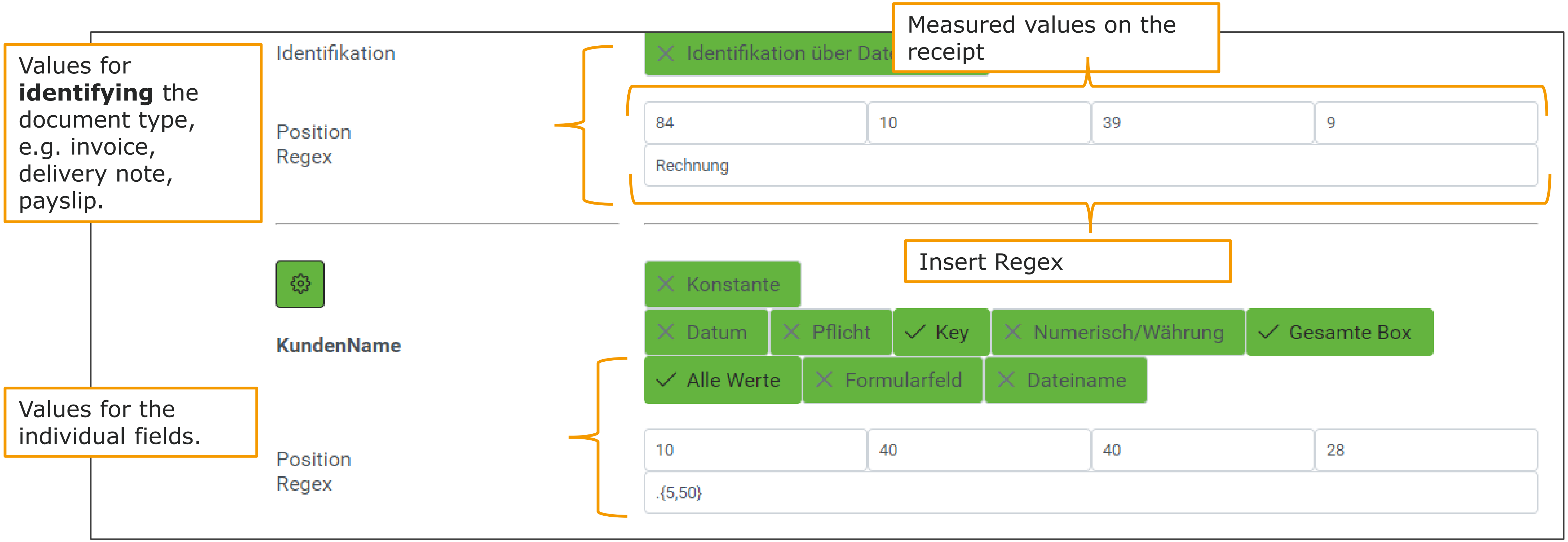
Template Import



Help

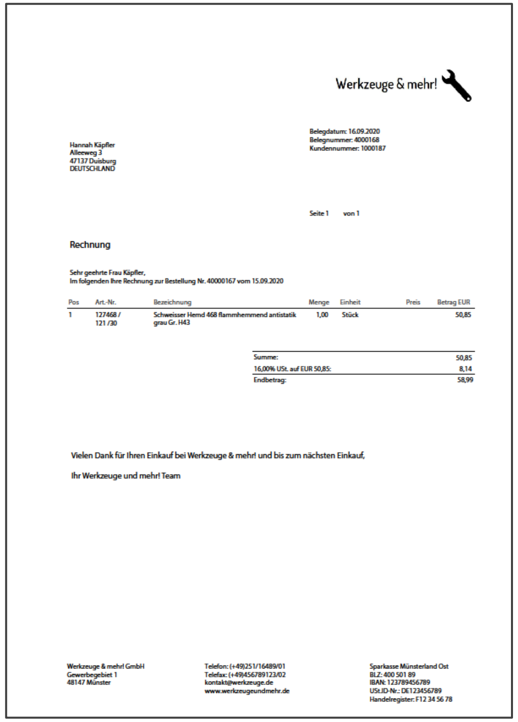
If a template already exists in another instance or a DATEV standard template is used, e.g. for payroll accounting, this can be imported here. Some of the DATEV standard templates are available for download on our help page under the Downloads tab.

Templates



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!

Hannah Käpfler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

Belegdatum: 16.09.2020
Belegnummer: 4000168
Kundennummer: 1000187

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
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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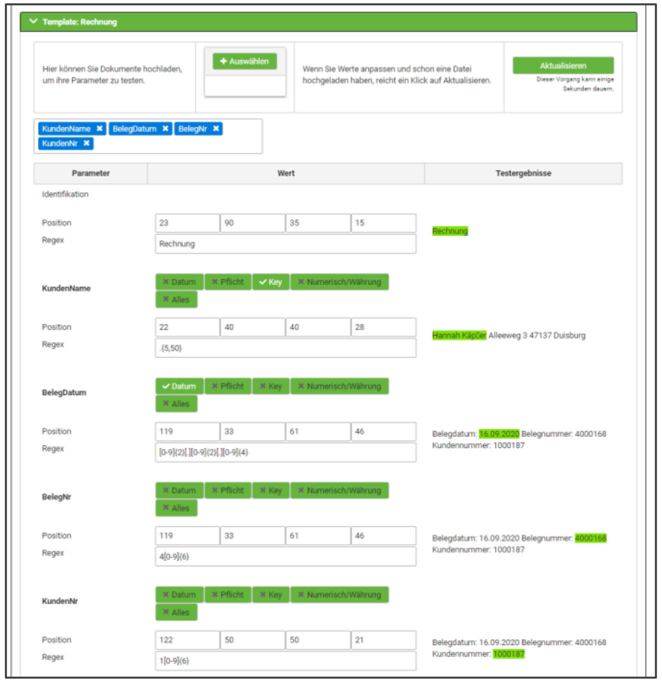
Sparkasse Münsterland Ost
BLZ: 400 501 89
IBAN: 123789456789
USt.ID-Nr.: DE123456789
Handelregister: F12 34 56 78

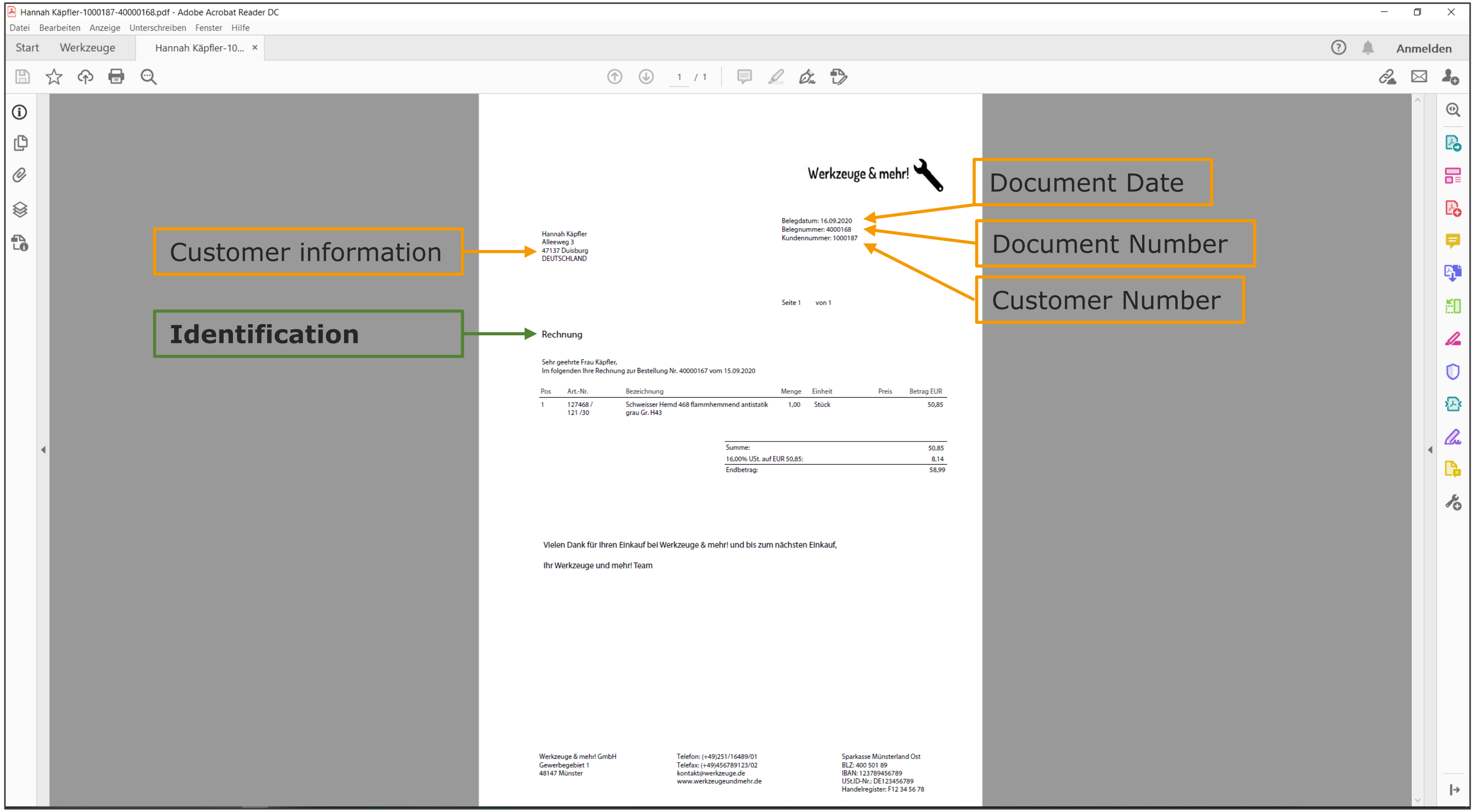
[Testtemplate „Rechnung“
Download per Klick]



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

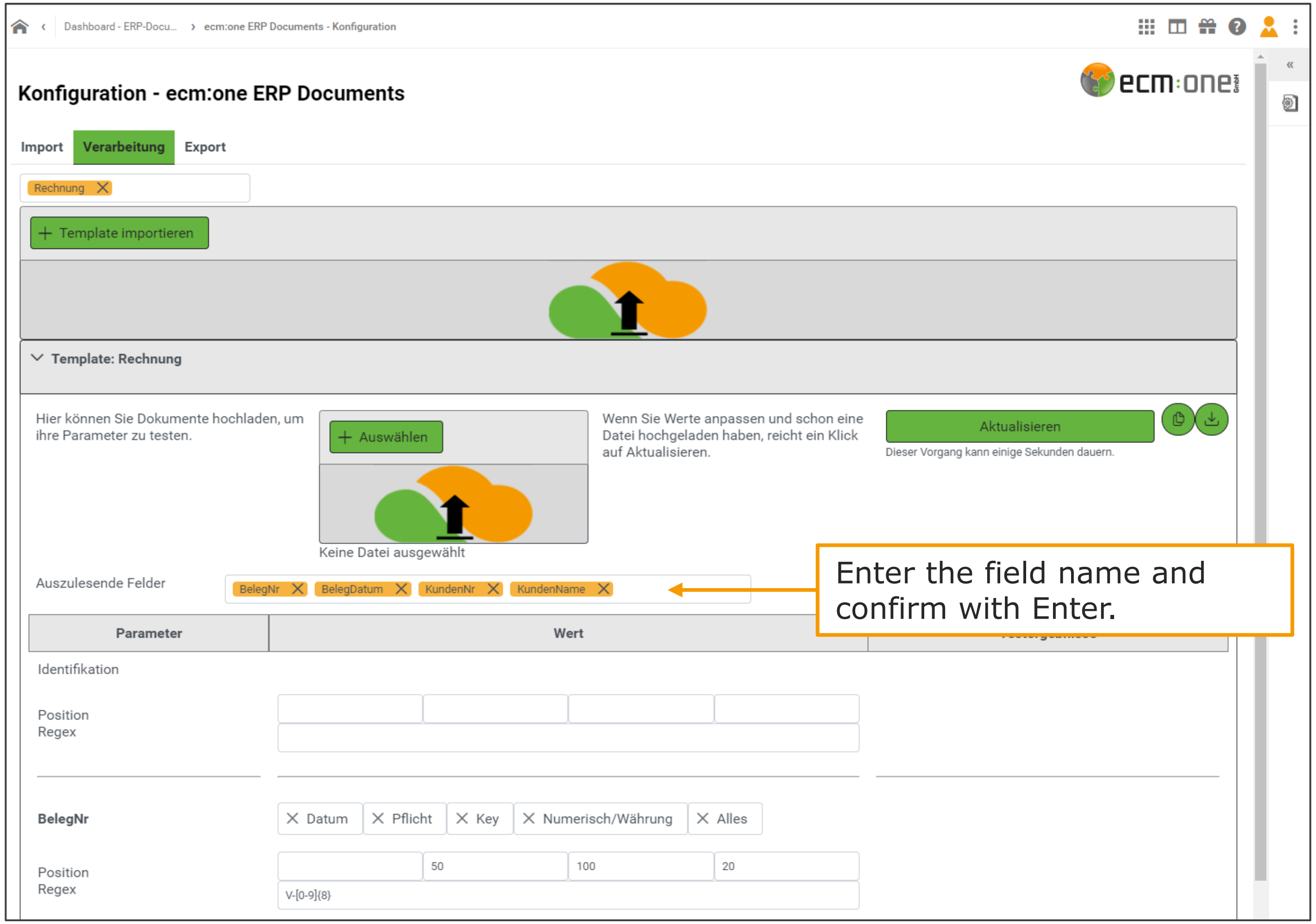
In the following steps, the setup is carried out using a sample voucher. You now have the choice of carrying out the setup using the example or starting directly with your own documents. If you want to start with sample documents, you can find them on the help page of the ERP documents app or download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

Templates – Measurements



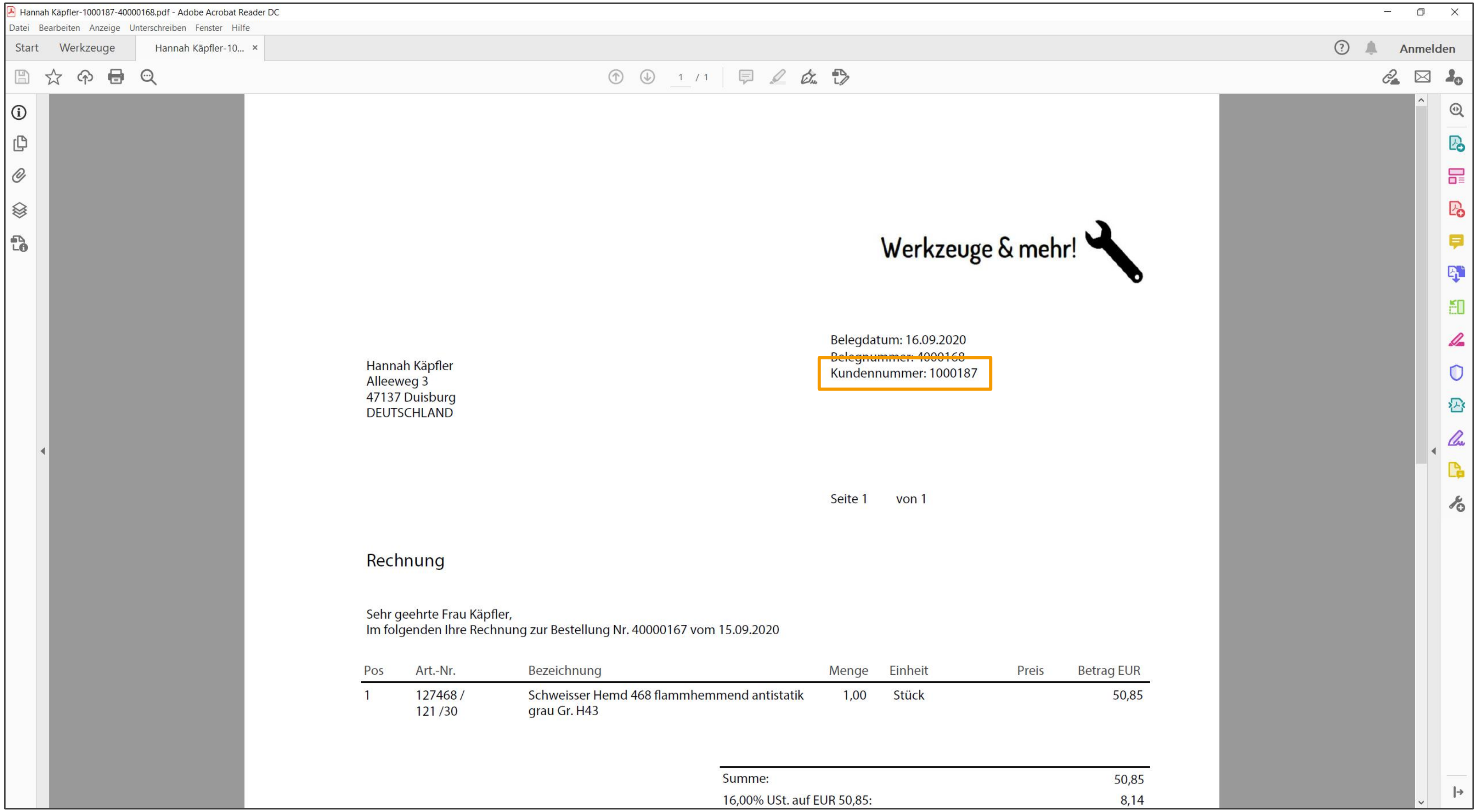
The first step is to open the document from which the template is to be created in any PDF viewer application. The free Adobe Acrobat Reader is used here. A typical outgoing invoice is used as an example document. Firstly, we define which information is to be read out. In this case, this is: document 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



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-1000187-40000168.pdf - Adobe Acrobat Reader DC

Werkzeuge & mehr!

Belegdatum: 16.09.2020
~~Belegnummer: 4000168~~
Kundennummer: 1000187

Hannah Käpfler
Alleeweg 3
47137 Duisburg
DEUTSCHLAND

Seite 1 von 1

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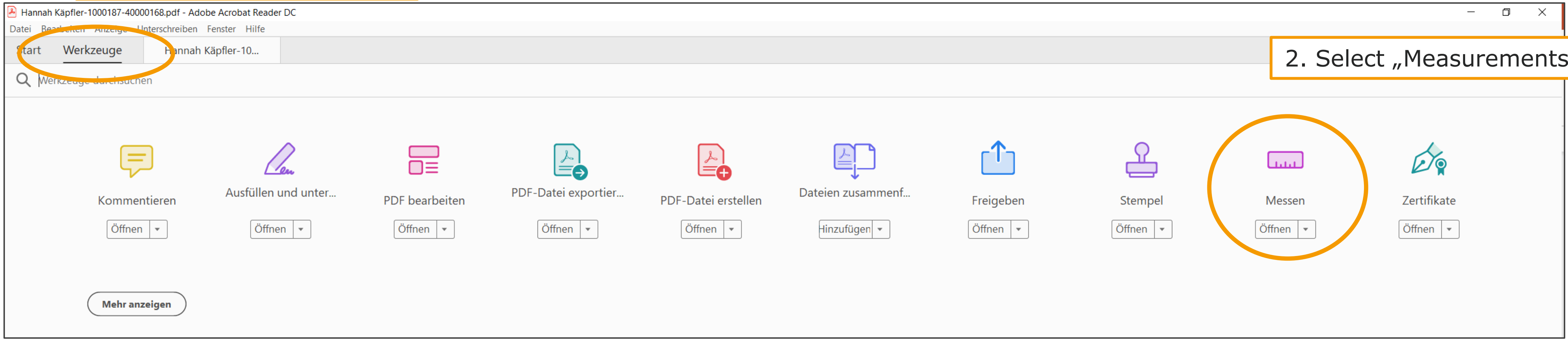
Summe:	50,85
16,00% USt. auf EUR 50,85:	8,14

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

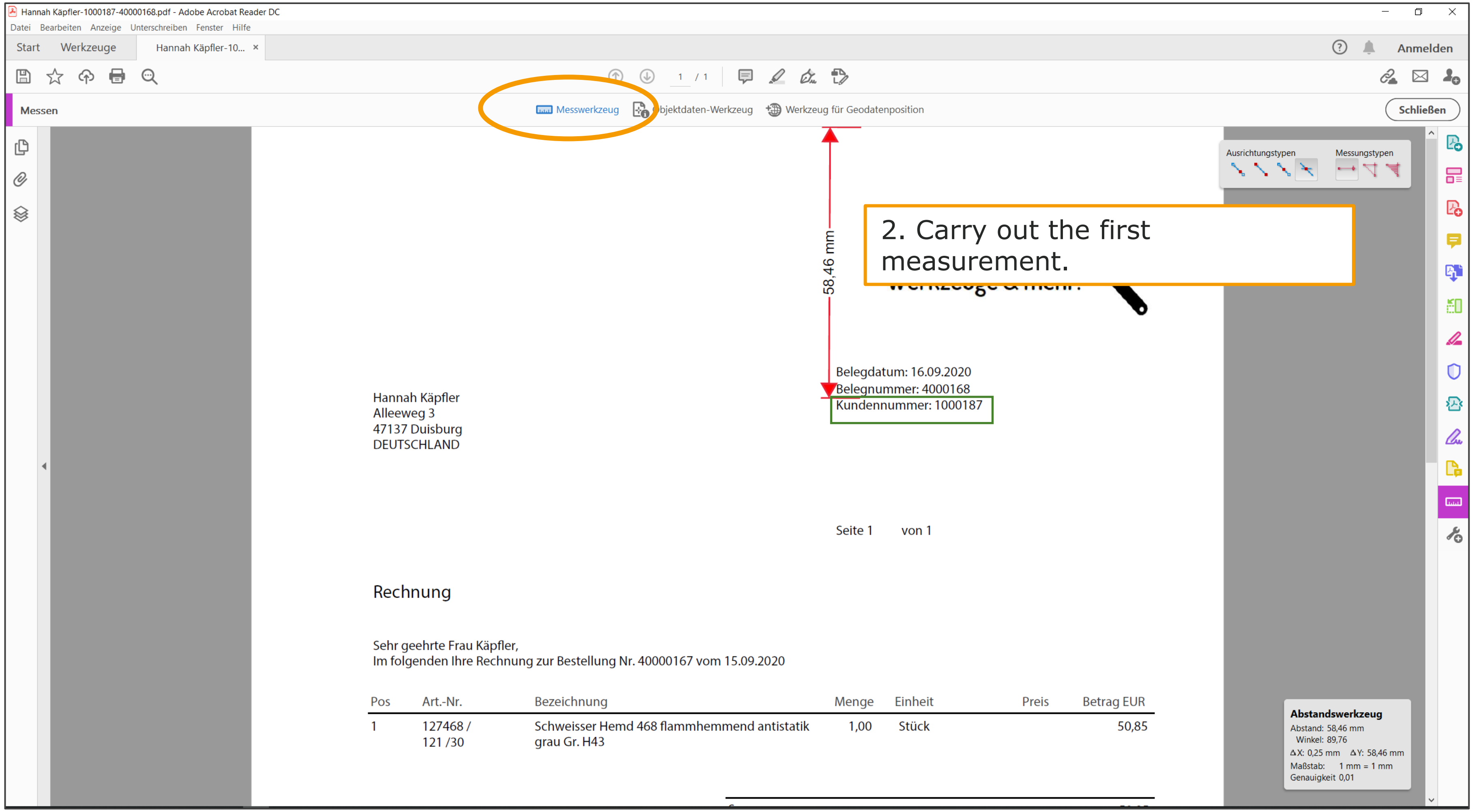
1. Select Tools

2. Select „Measurements“



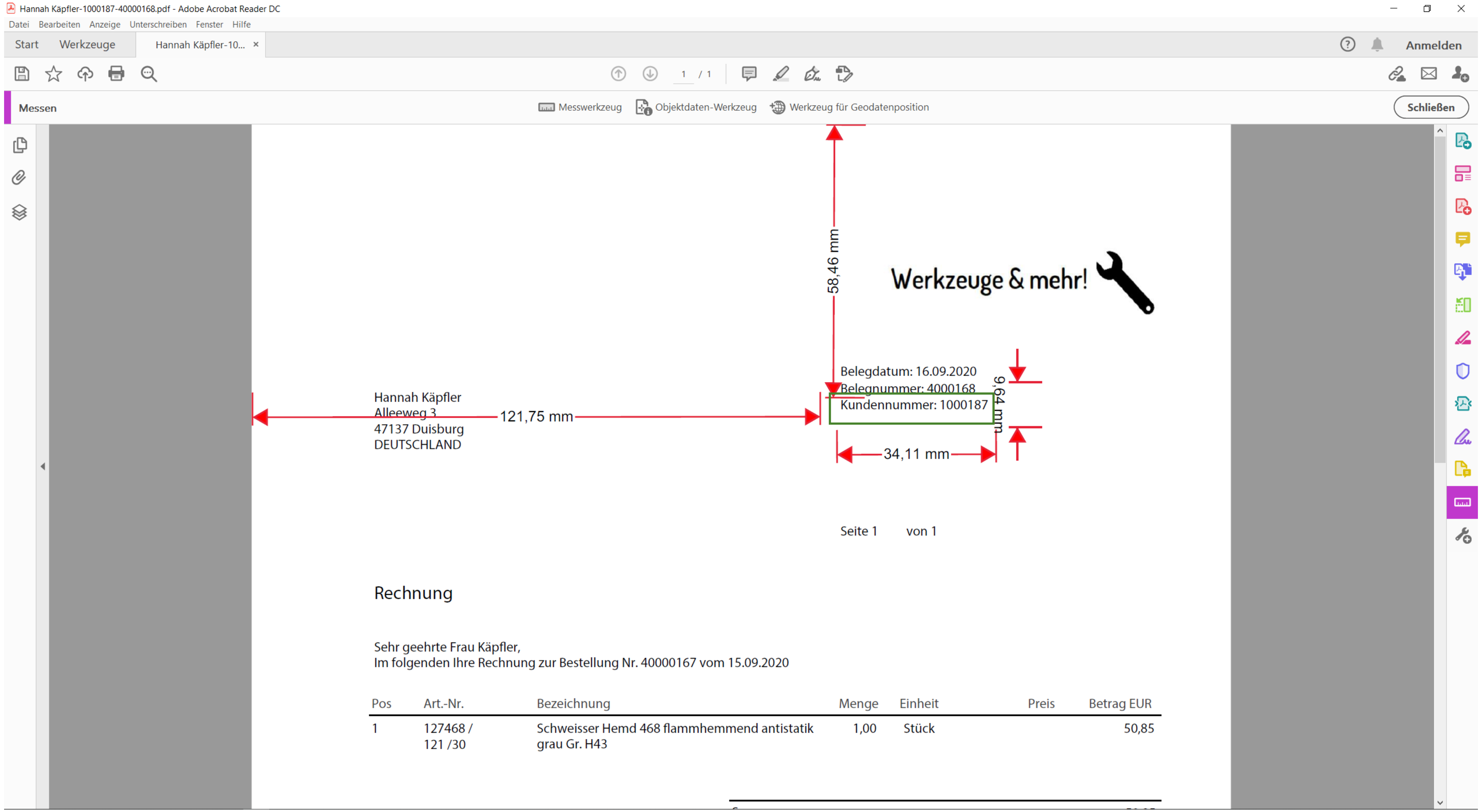
To measure, click on the "Tools" tab. Select "Measure" there. Many of the free PDF viewer applications offer this function. A quick search on the Internet will show you where to find it.

Templates – Measurements



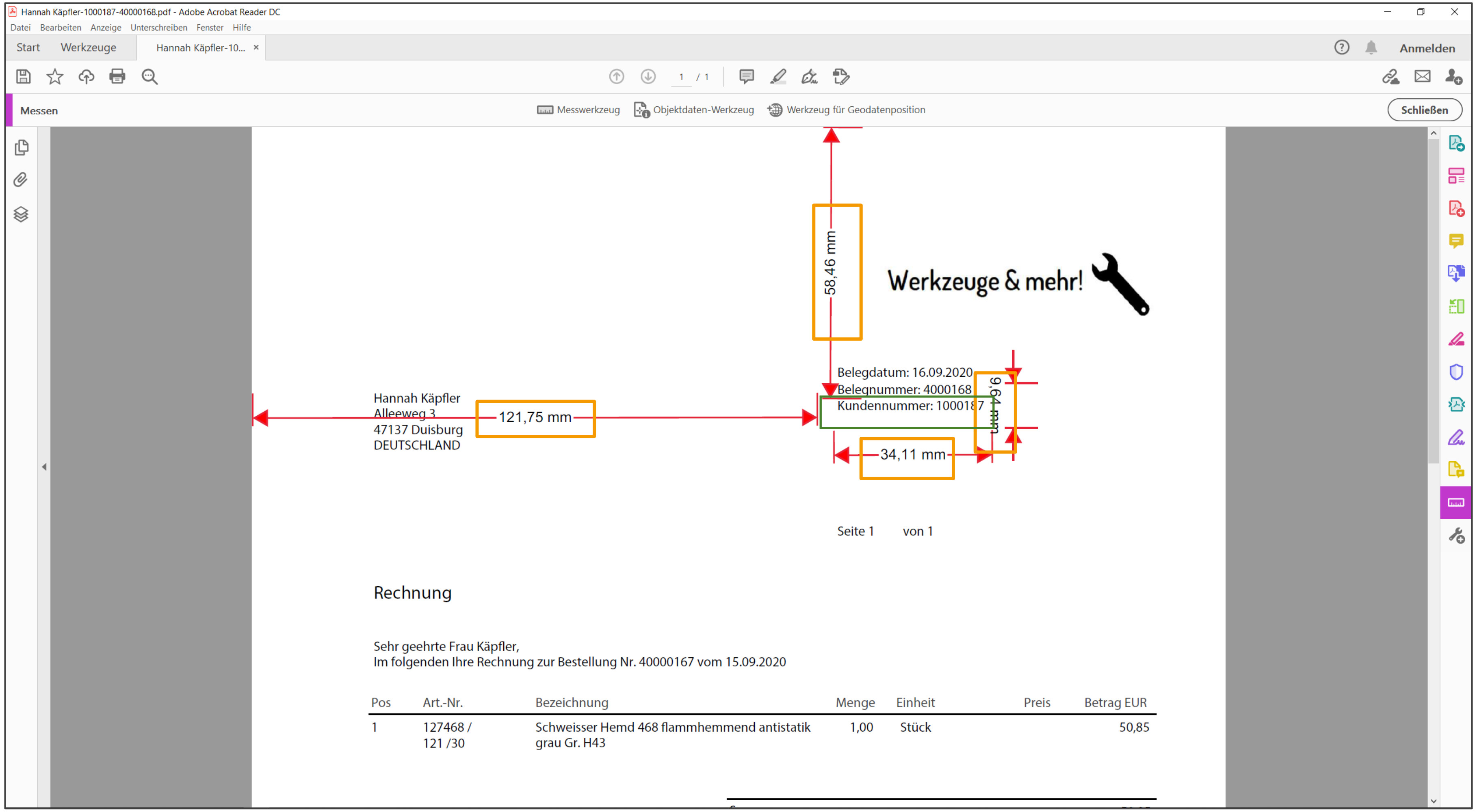
The "Measure" tool opens. First select "Measuring tool". Set this to millimetres. You can now measure with the mouse pointer. To do this, click on the mouse pointer at the first position from which you want to measure. Then drag the pointer to where you want to measure. A red line appears indicating 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



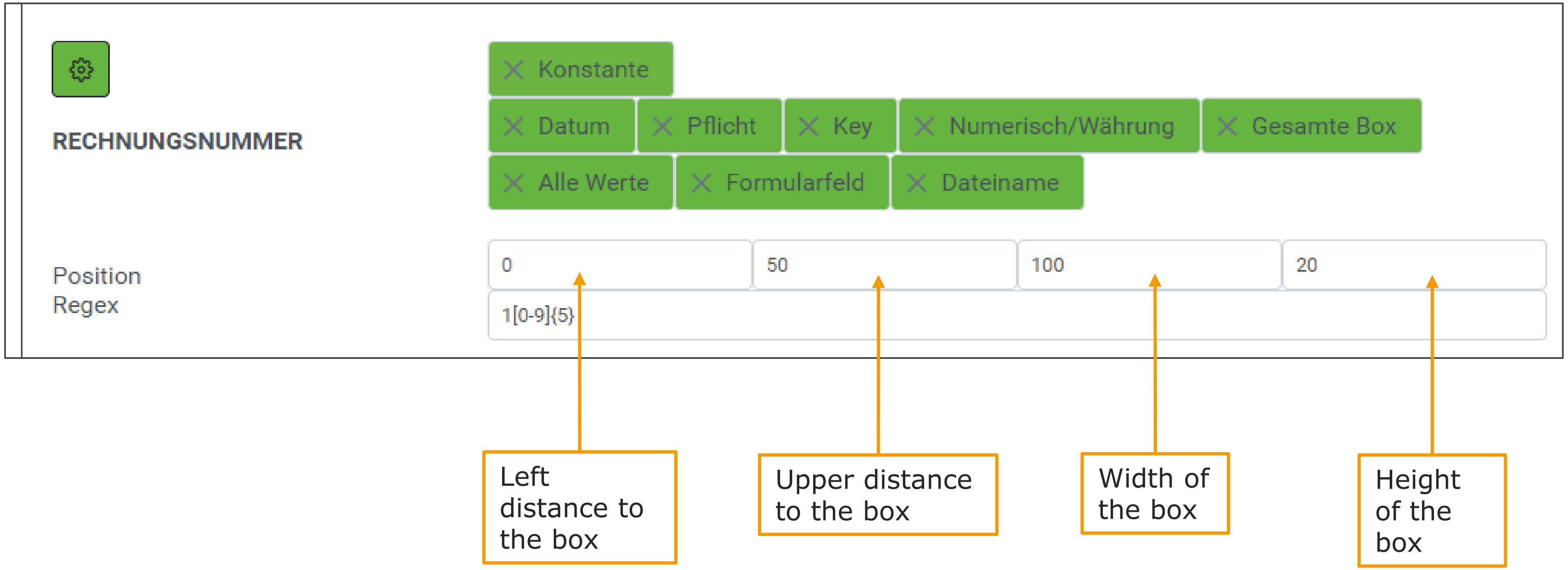
Three further measurements are required to fully localise the box (green here for illustration purposes) on the document. The distance from the left side edge to the left part of the box, the width and the height of the box. These measurements are carried out in the same way. In the end, it should look 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



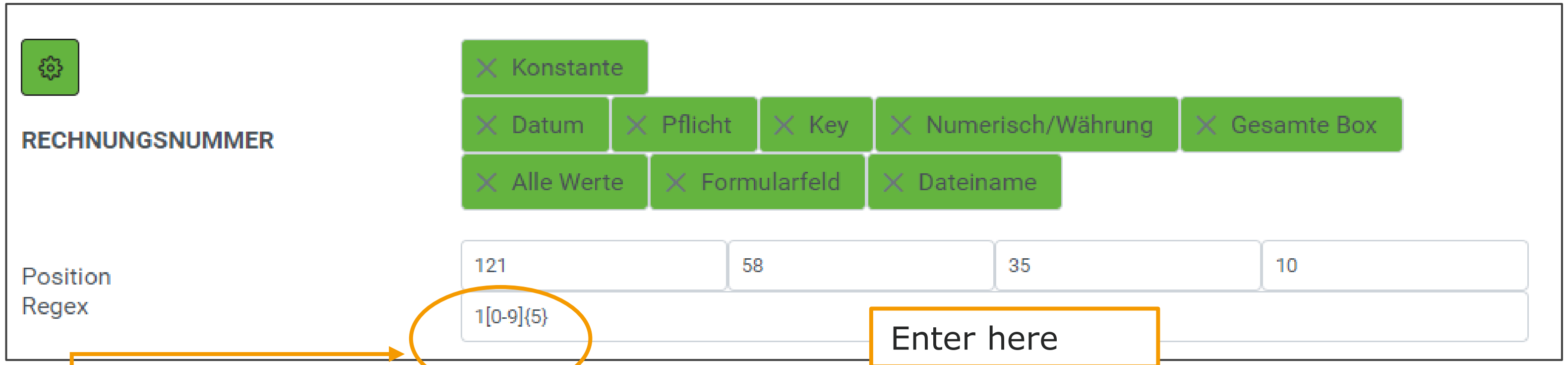
The following measurements have now been identified.
Left edge of the document to the left edge of the box: 121.75 mm
Top edge of the document to the top edge of the box: 58.46mm
Width of the box: 34.11mm
Height of the box: 9.64 mm.

Templates – Measurements



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



Enter here

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}

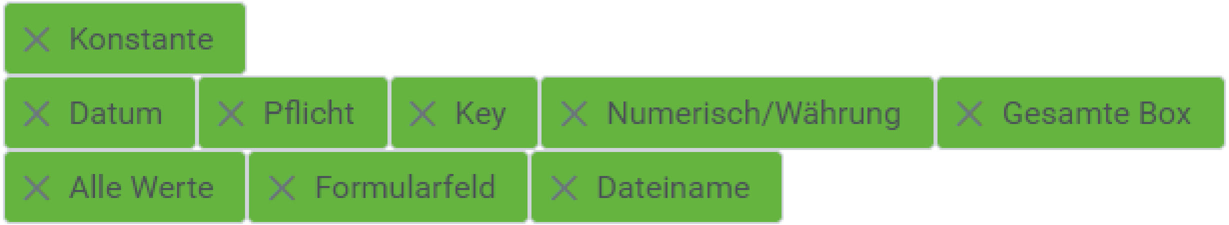
Number sequences :
Structure, is there a starting number that is always the same? Is the number of subsequent digits the same?
eg.: 4000168 → 4[0-9]{6}

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

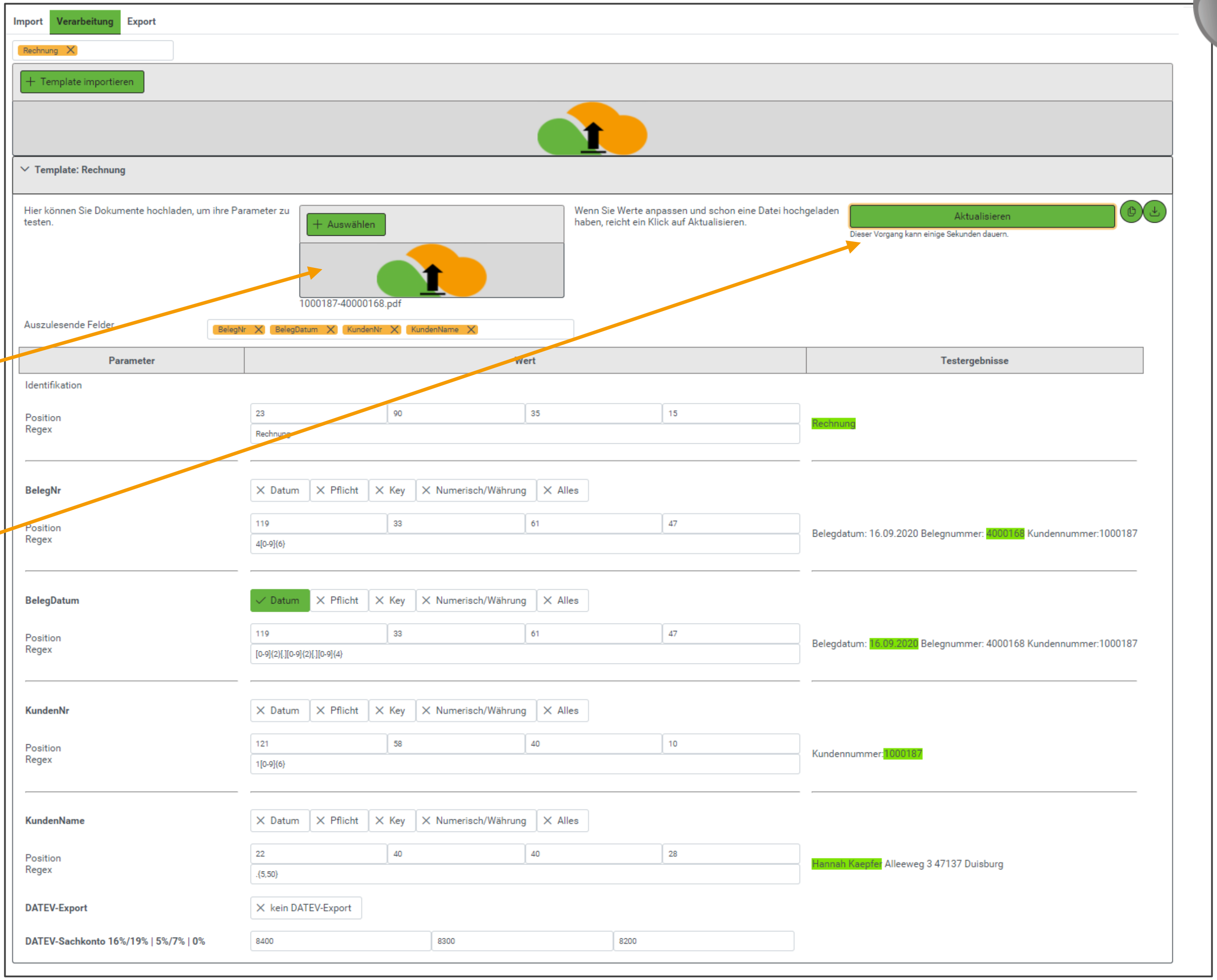
Templates – Regex



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.

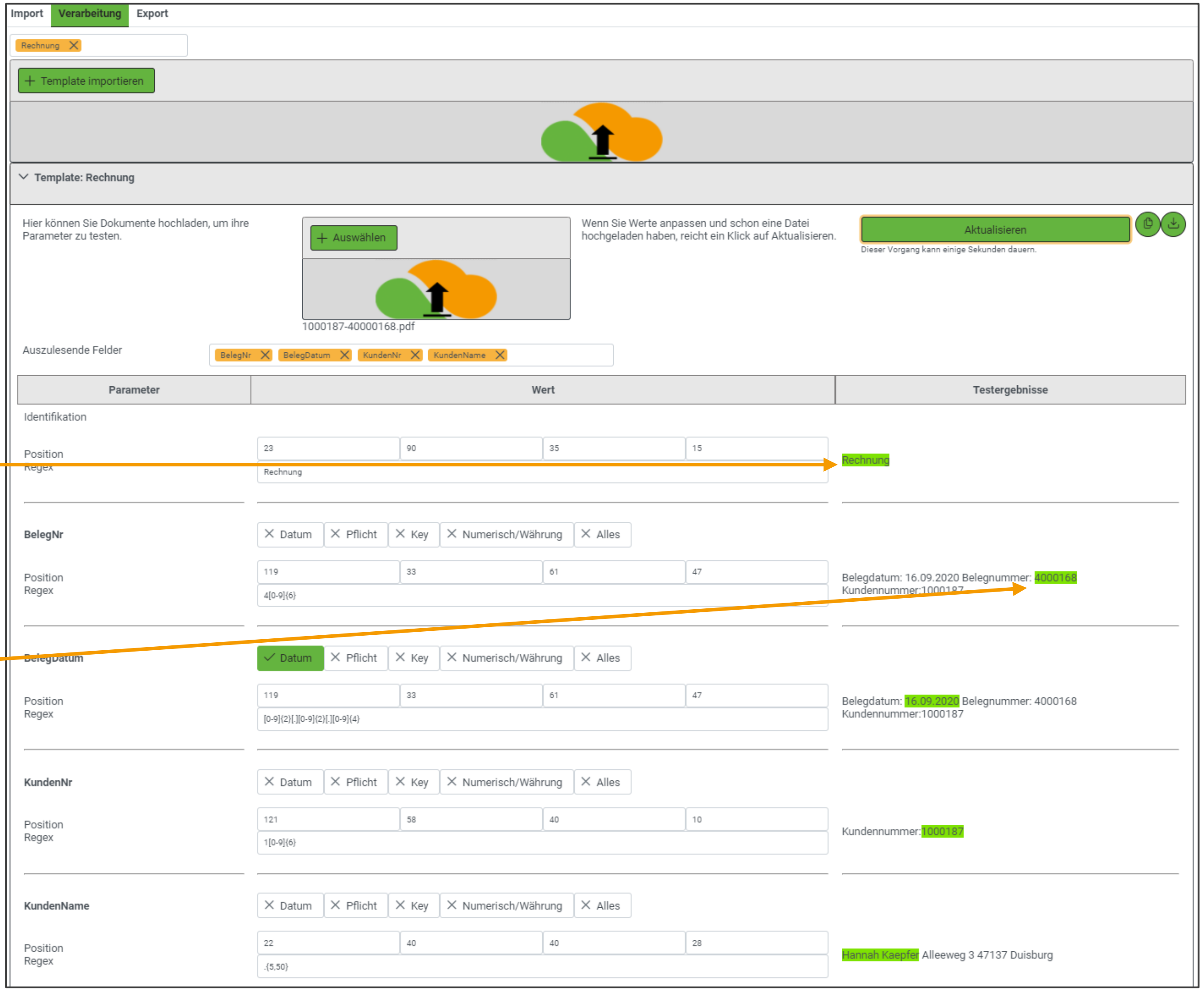
2. click on Refresh.

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

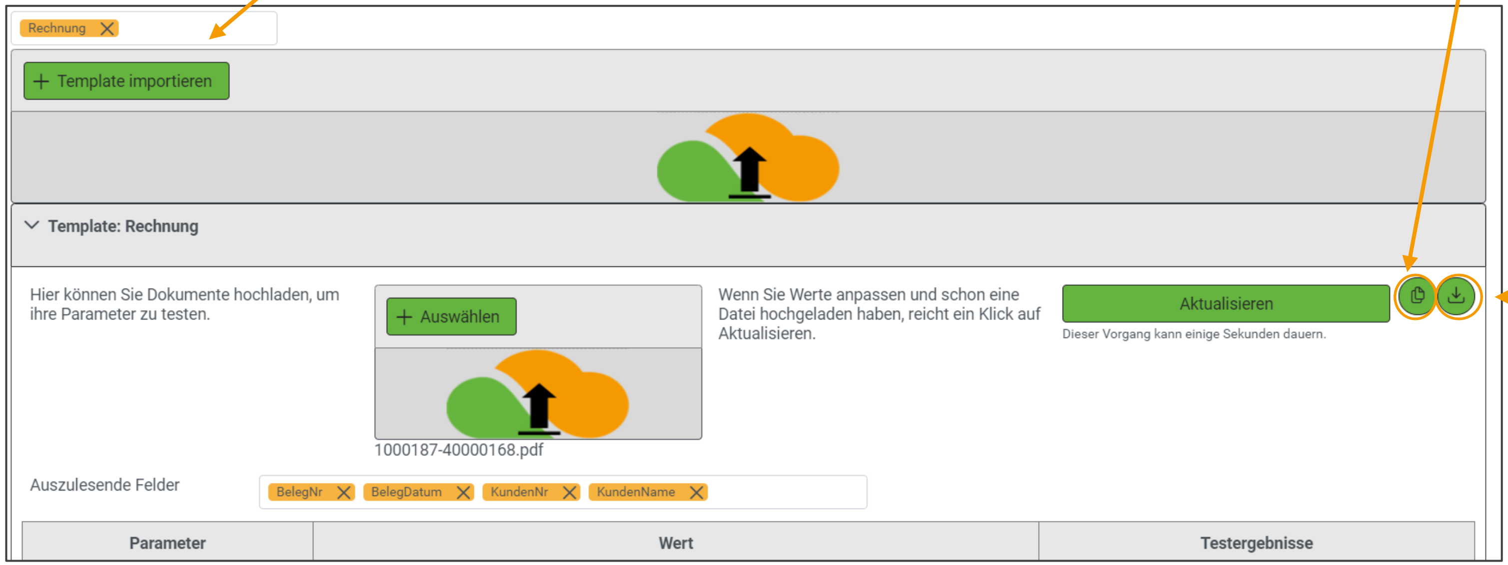


Everything found in the specified area is displayed in the test column. However, only the text highlighted in green is accepted. This is a simple way to test position specifications and regex.

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.



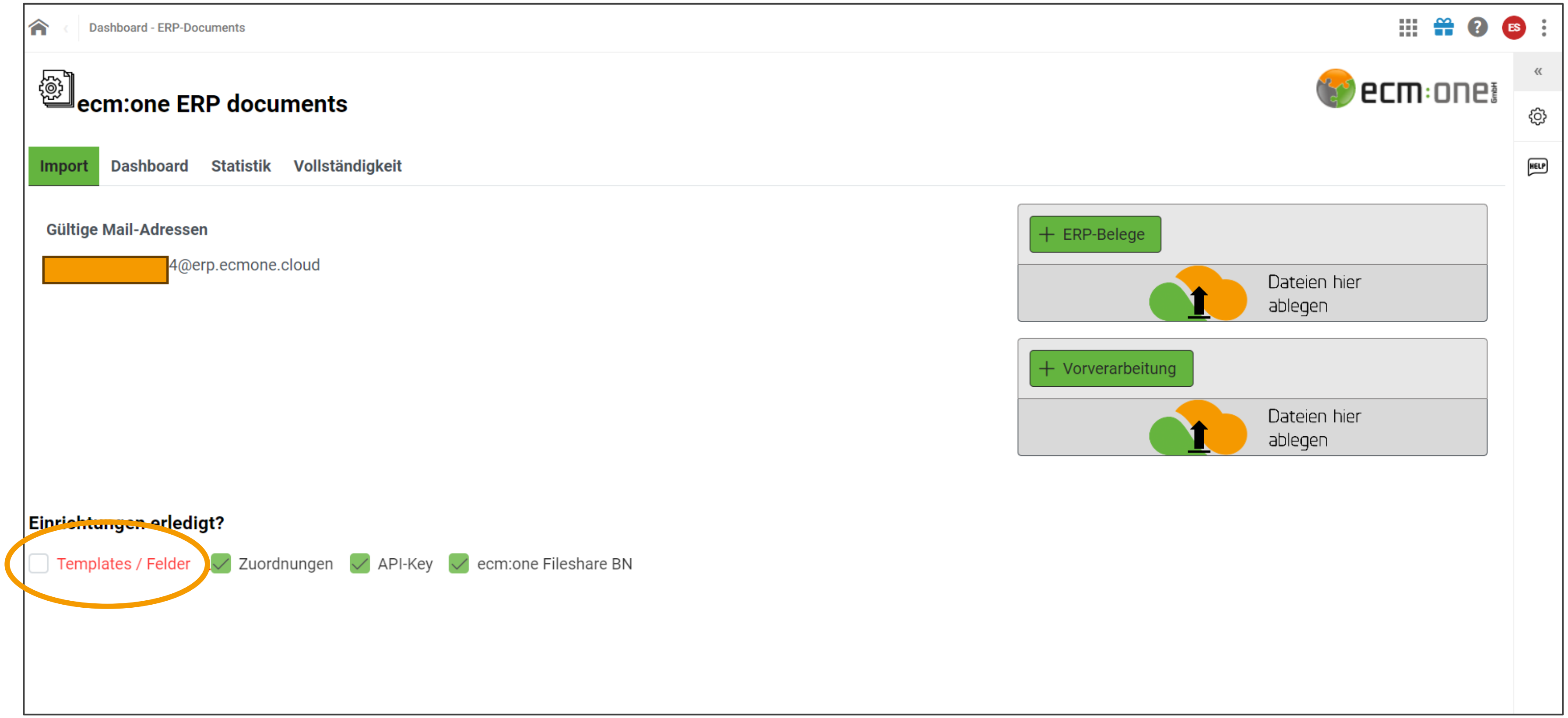
Save template to upload it to another instance. A JSON file is created, which can be uploaded using the "Import template" button.

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

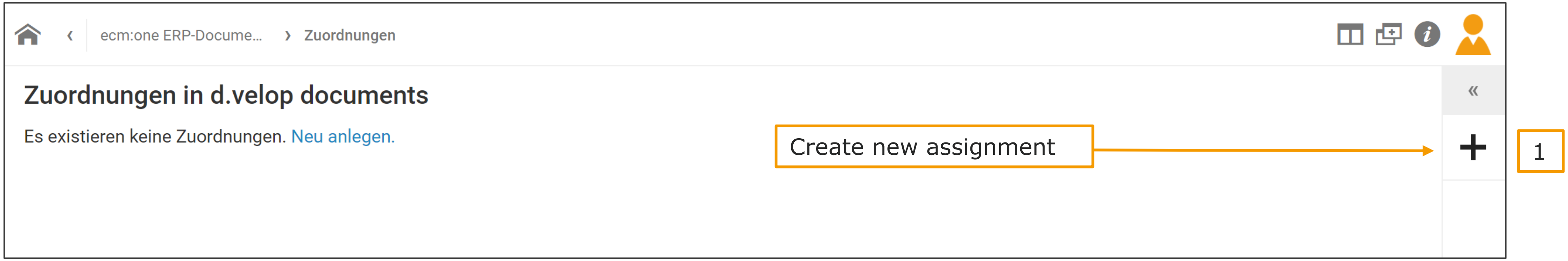
- [x] FileShare
- [x] API-Key
- [x] Templates
- [ ] Assignments

Assignments



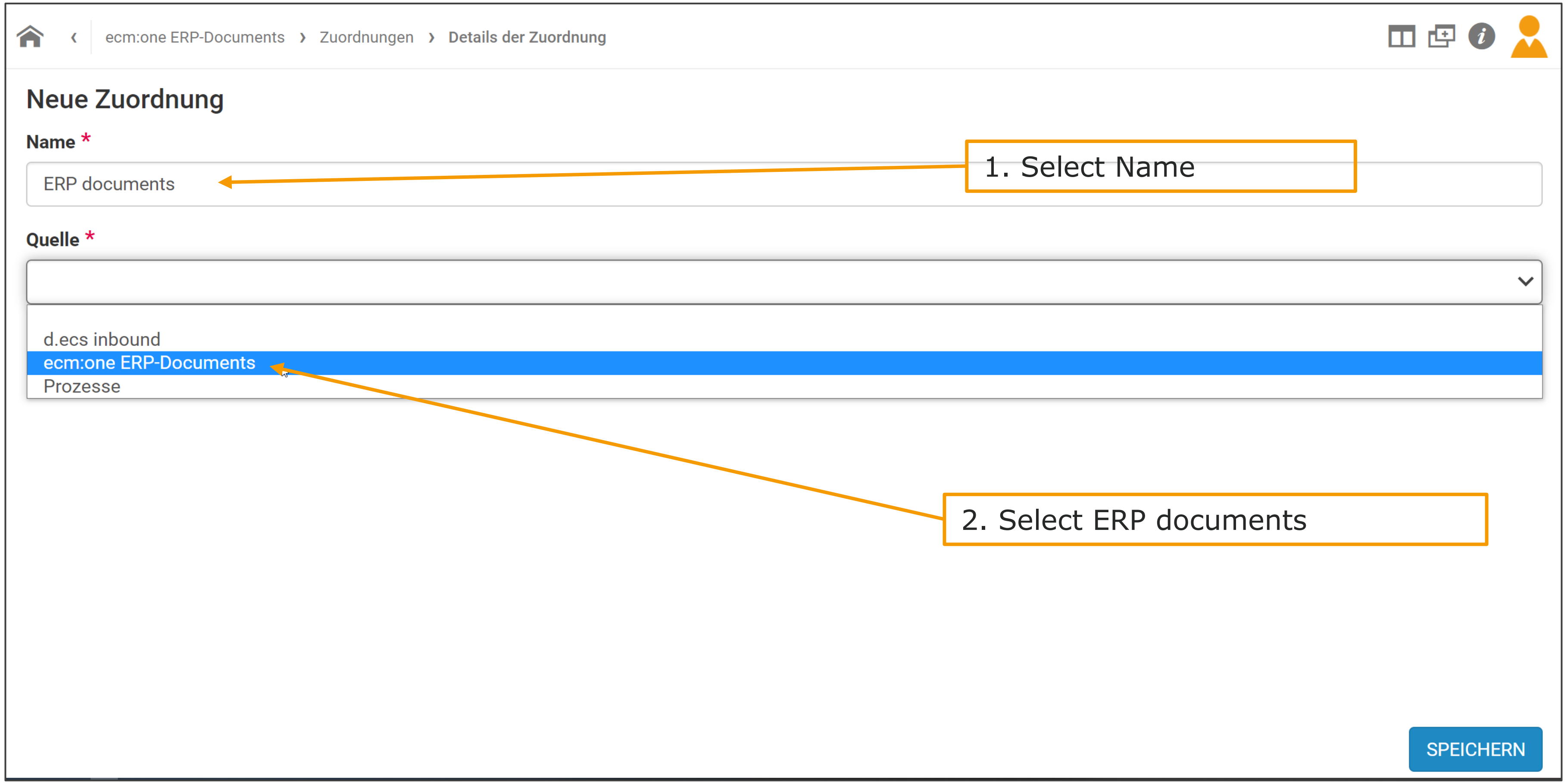
Another facility has been created! The tick for Templates is now also green!Now it's time for the final setup: the assignments. Assignments are important so that the information read from ERP documents is also saved in the right place in documents and correctly assigned to the properties of the record 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



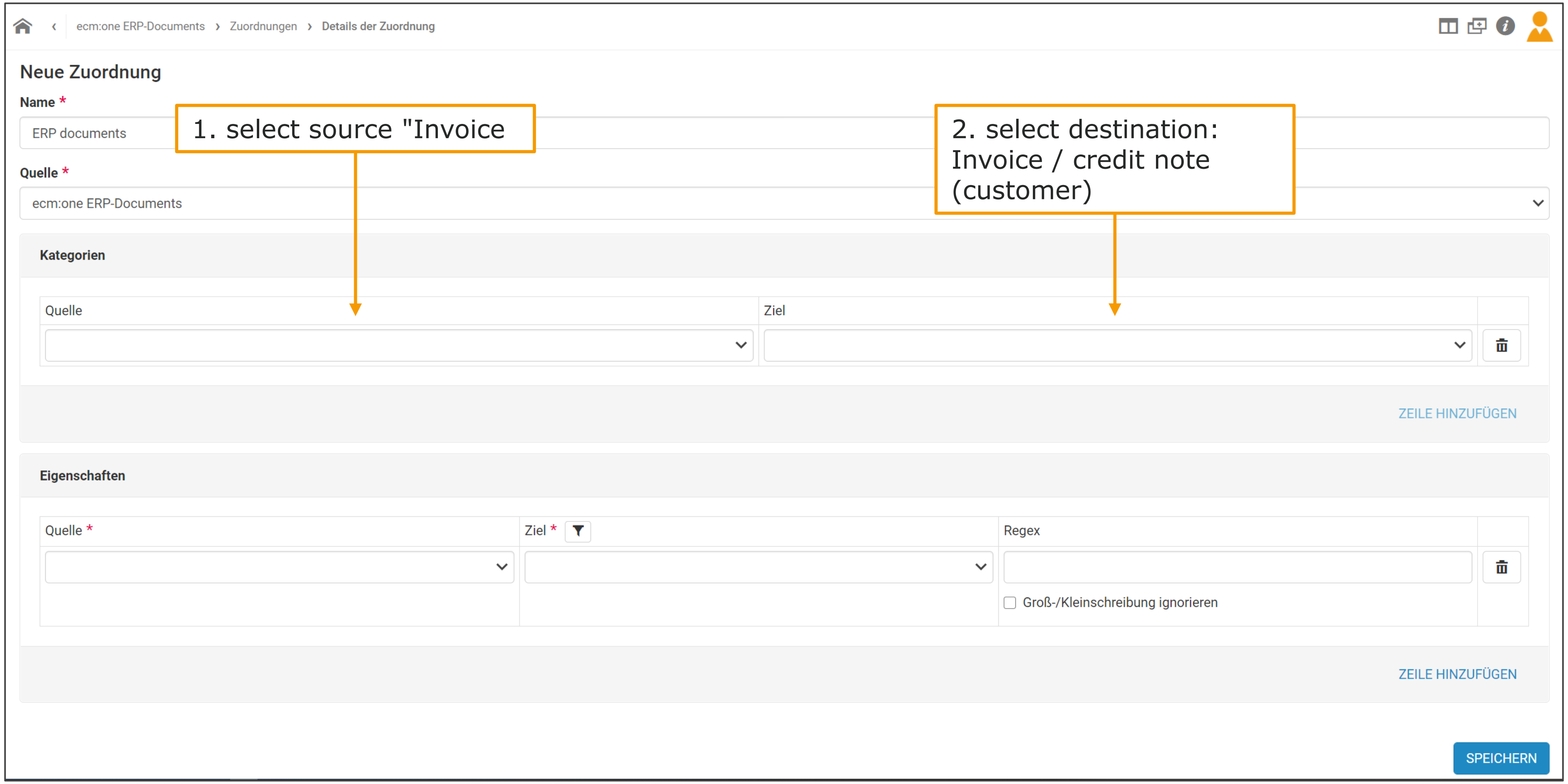
If available, a list of existing assignments is displayed here. A new one must be created for ERP documents. To do this, click on the "Plus" button.

Creating Assignments



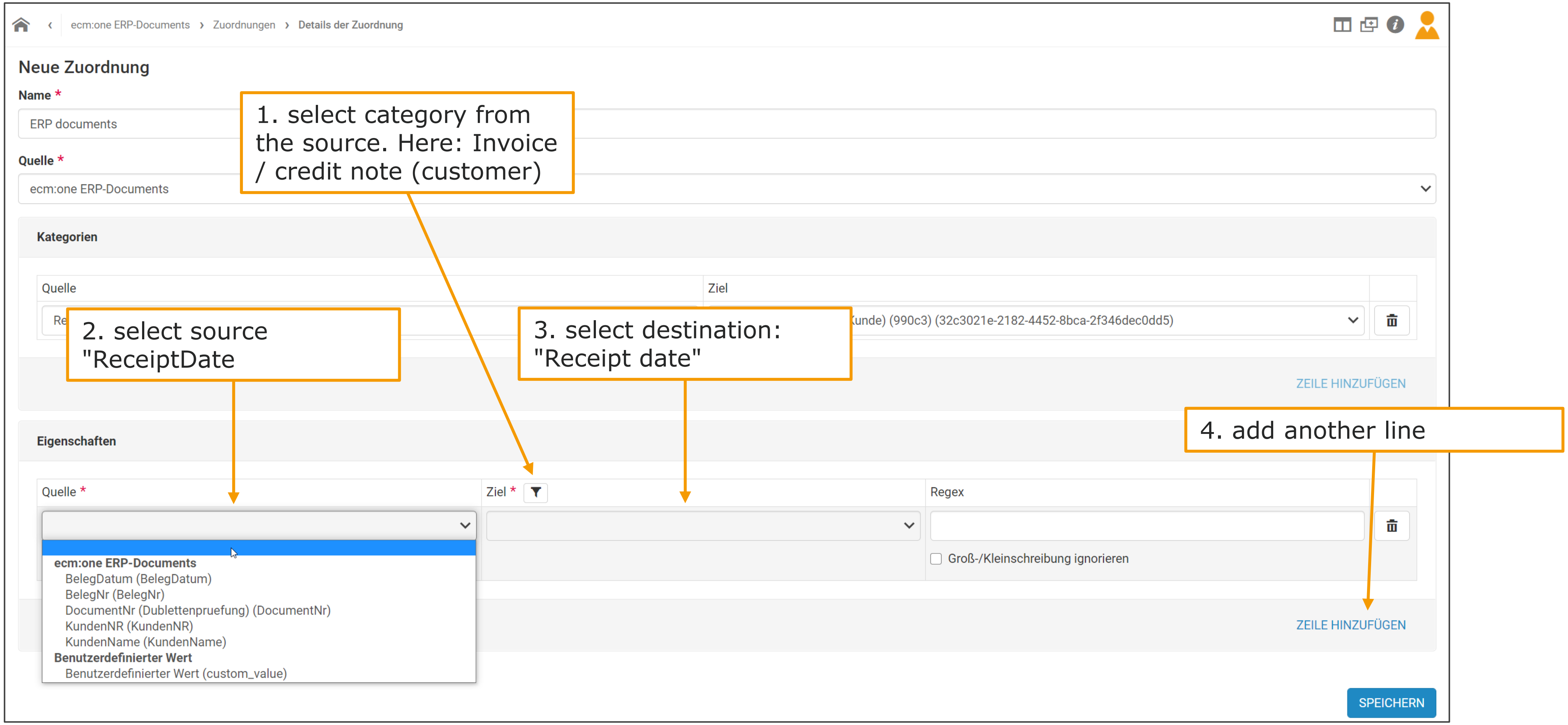
The first step is to assign a name for the allocation. This is freely selectable, but it makes sense to choose a name that can be clearly assigned (e.g. the name of the app).The source is then selected from a drop list. Select ecm:one ERP documents here.

Assignments – Match Categories



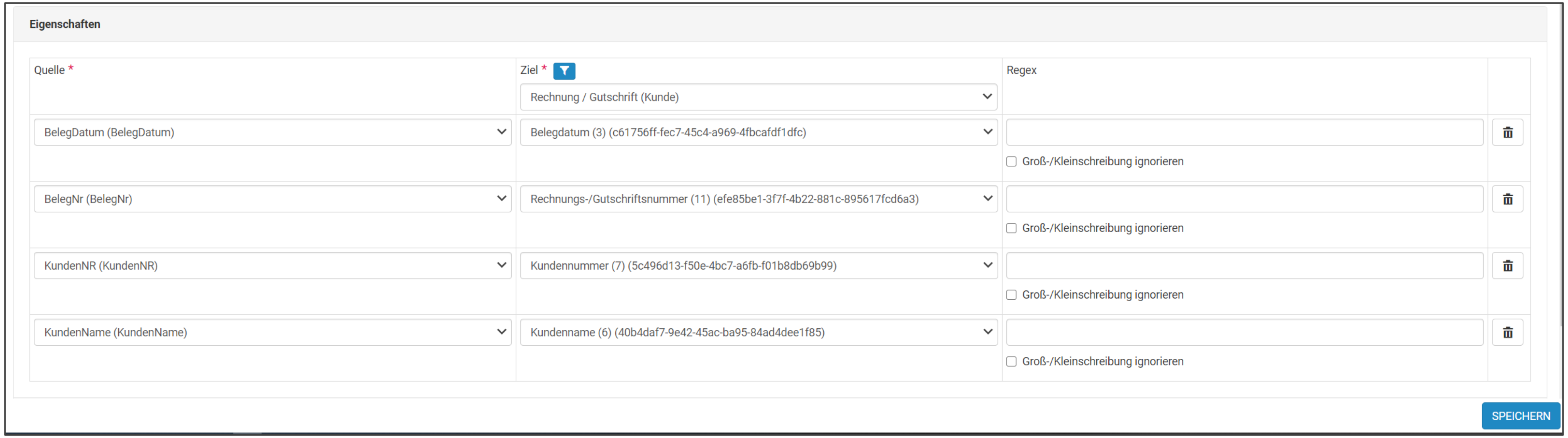
In the following, the categories created in ERP documents (source) are matched with those of the file plan from documents (target). We start with the "Category". The layouts created in ERP documents are listed under categories. In our example, this is the "Invoice" category. This is selected in the first 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



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.

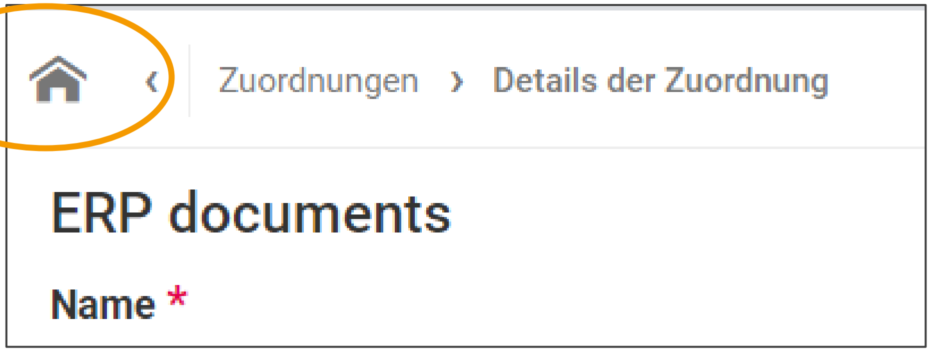
Assignments – Match properties

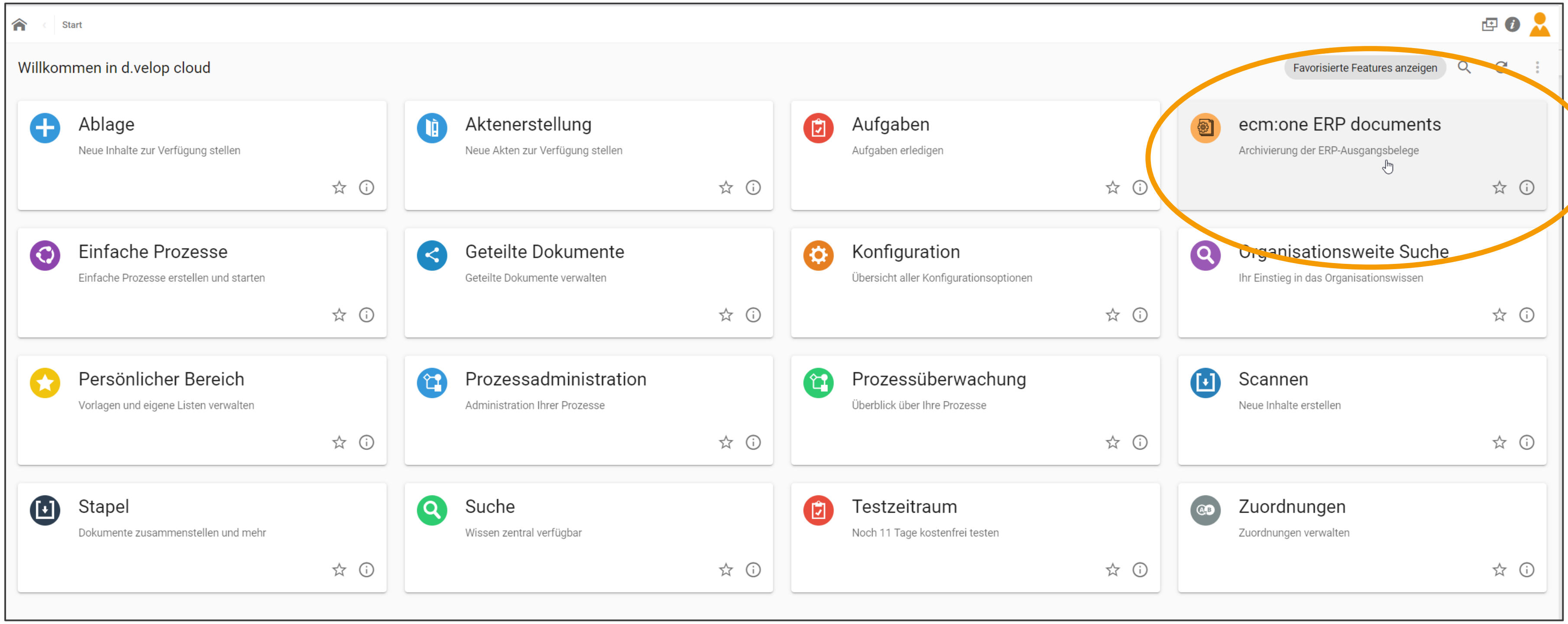


Save.

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.

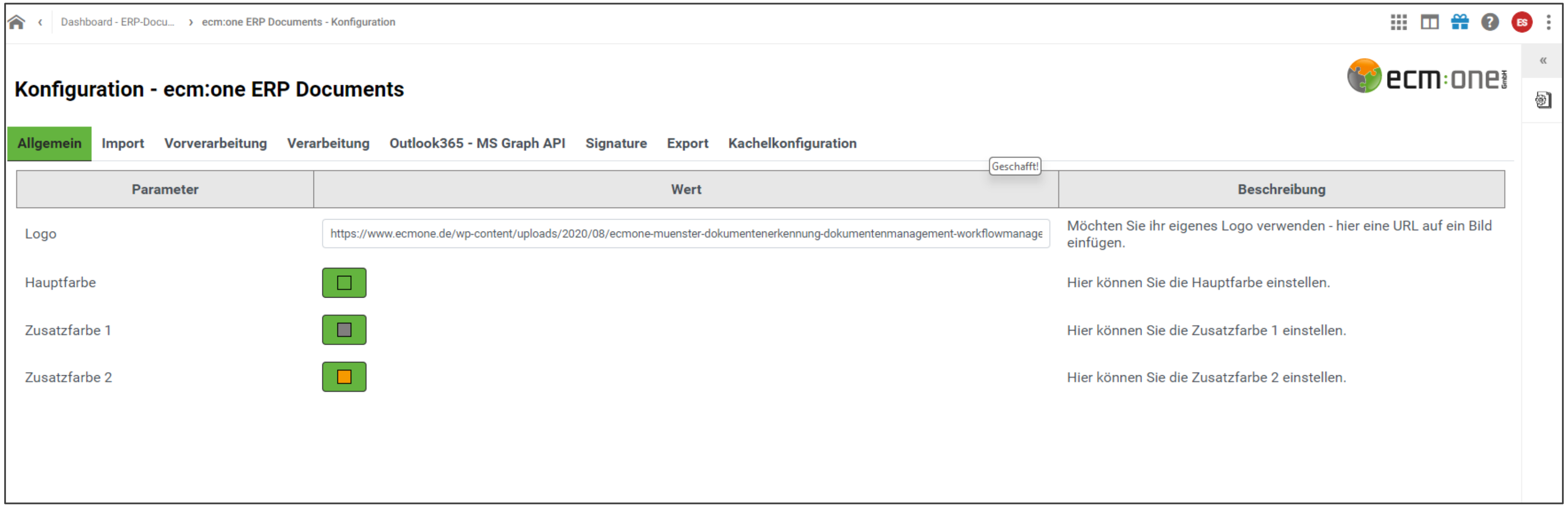
Done!

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

Checklist

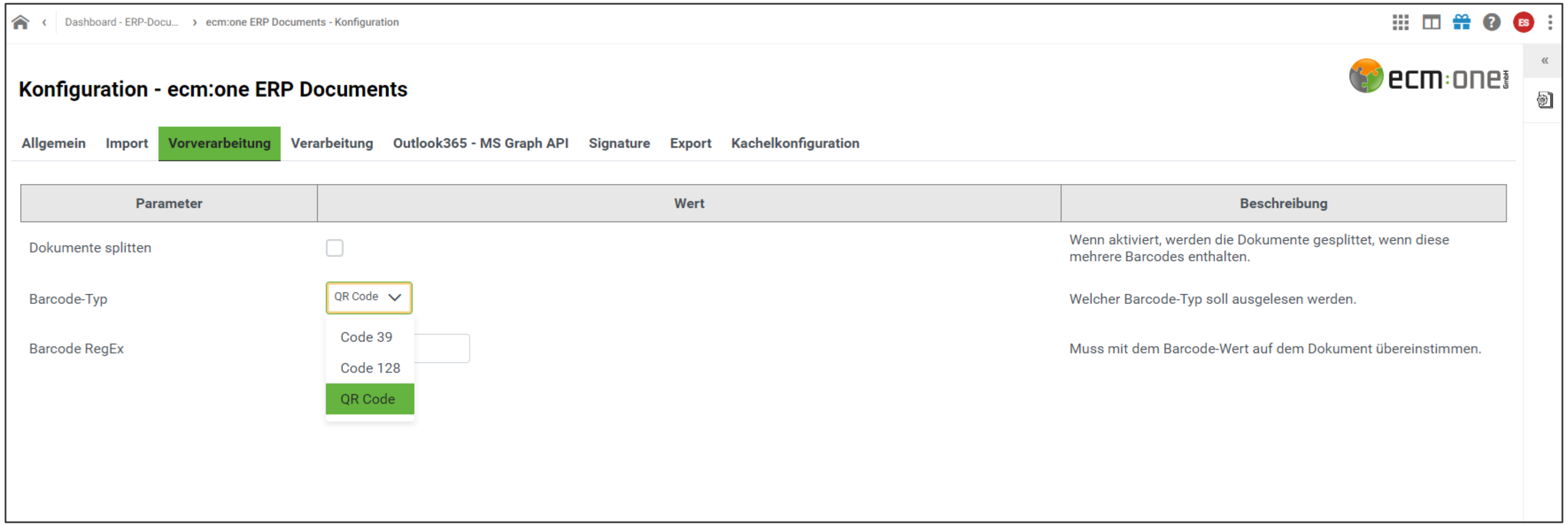
- ☑ FileShare
- ☑ API-Key
- ☑ Templates angelegt
- ☑ Zuordnungen eingerichtet

Further configuration options



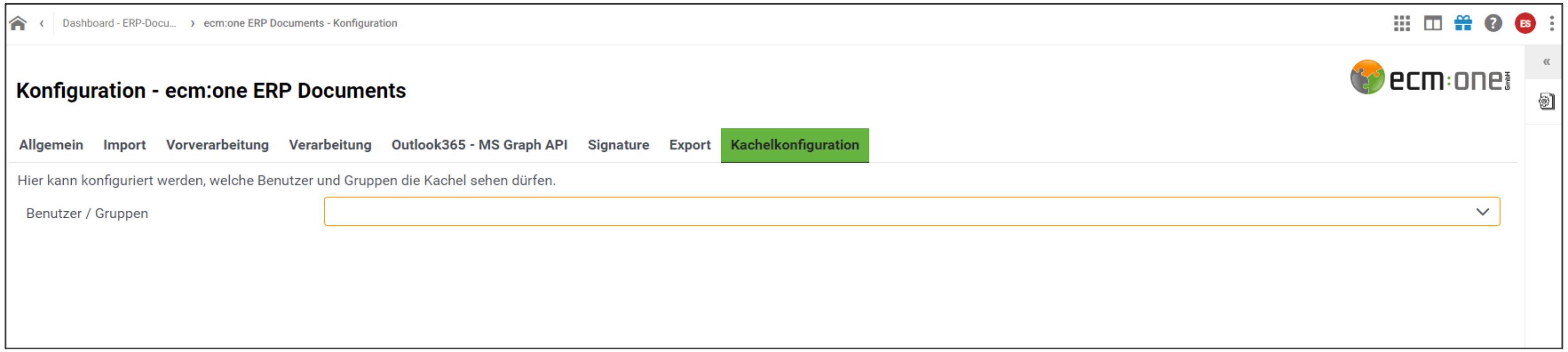
Further settings can be made in the configuration. Under General, for example, a logo can be inserted and colours adjusted.

Further configuration options



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



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