



With ecm:one into the cloud

Incoming invoice processing
workflow

Welcome

Welcome to our document management system d.velop documents. For a perfect start, this manual explains all essential functions, workflows and ShortCuts - so nothing stands in the way of a perfect start in the digital DMS.

Your ecm:one

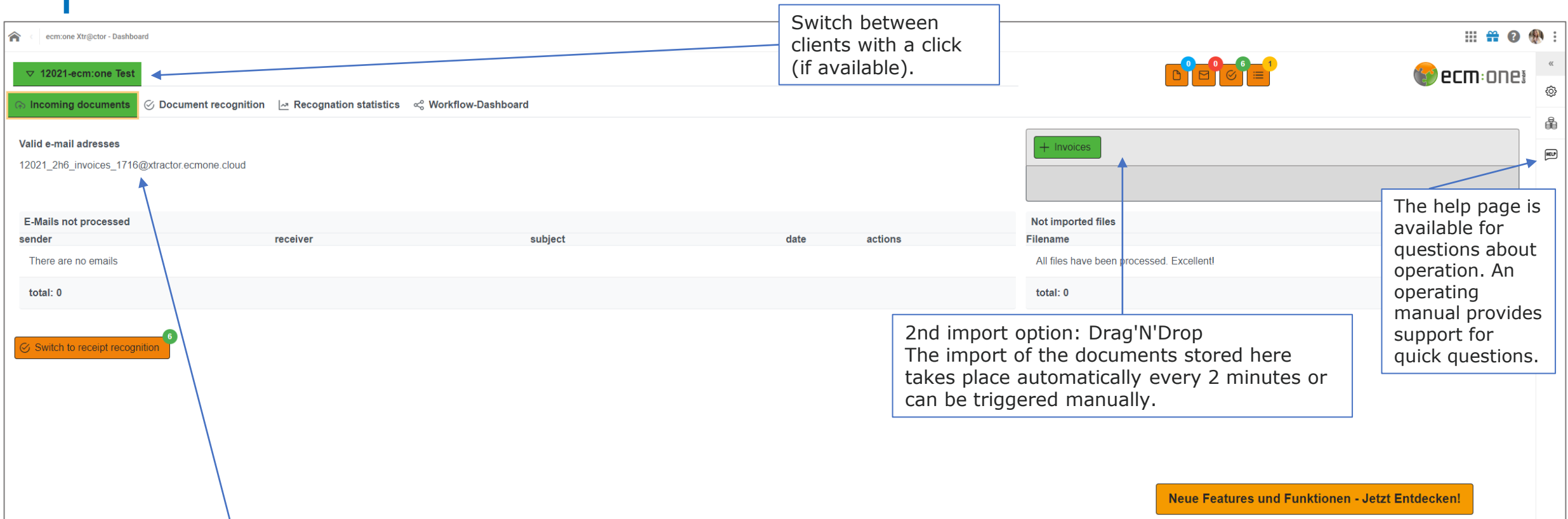


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ecm:one Xtractor

Incoming invoice processing can be accessed via the "ecm:one Xtractor" tile. On the start screen, you can see the incoming invoice as well as switch between the different clients.



The screenshot shows the ecm:one Xtractor dashboard. At the top left, there is a client selection dropdown currently set to "12021-ecm:one Test". Below this, the "Incoming documents" section is active, showing a list of "Valid e-mail addresses" with one address: "12021_2h6_invoices_1716@xtractor.ecmone.cloud". A table titled "E-Mails not processed" is currently empty, displaying columns for sender, receiver, subject, date, and actions. A button labeled "Switch to receipt recognition" is visible in the bottom left. On the right side, there is a "Not imported files" section with a "total: 0" and a message stating "All files have been processed. Excellent!". A "Neue Features und Funktionen - Jetzt Entdecken!" banner is at the bottom right.

Callout 1: Switch between clients with a click (if available).

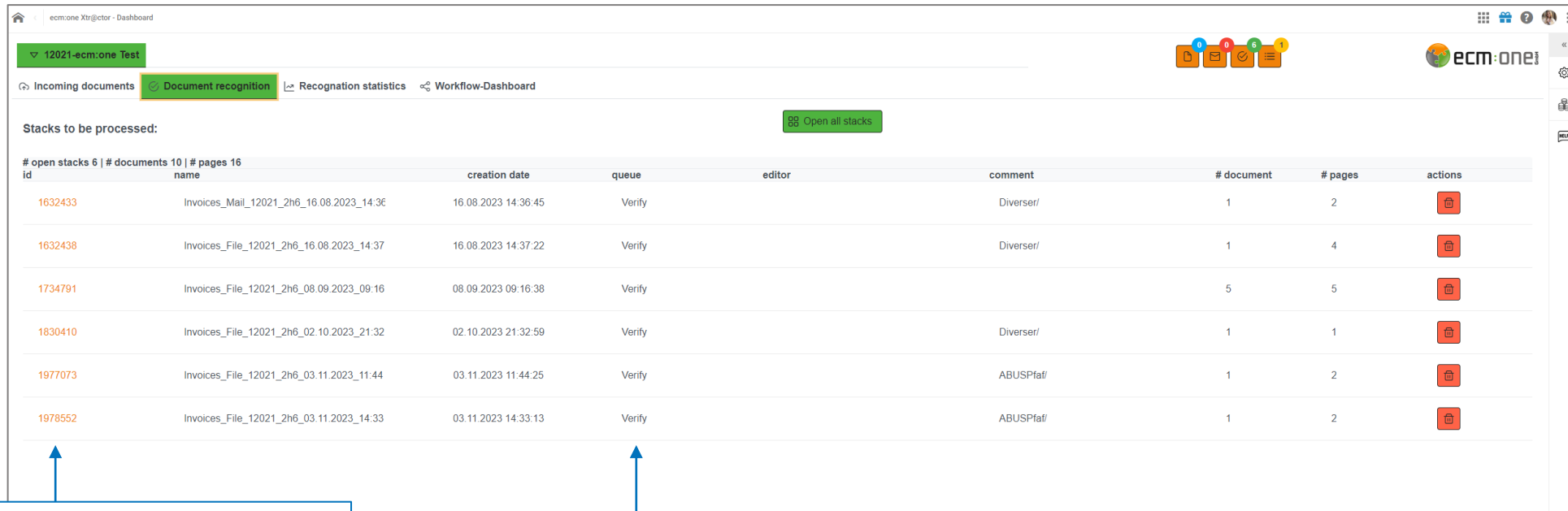
Callout 2: Import by e-mail is carried out via the e-mail address assigned here.

Callout 3: 2nd import option: Drag'N'Drop
The import of the documents stored here takes place automatically every 2 minutes or can be triggered manually.

Callout 4: The help page is available for questions about operation. An operating manual provides support for quick questions.

ecm:one Xtractor

You will find the batches under the item Document recognition. These can be opened via the ID and the document recognition opens.



# open stacks 6 # documents 10 # pages 16									
id	name	creation date	queue	editor	comment	# document	# pages	actions	
1632433	Invoices_Mail_12021_2h6_16.08.2023_14:36	16.08.2023 14:36:45	Verify		Diverser/	1	2		
1632438	Invoices_File_12021_2h6_16.08.2023_14:37	16.08.2023 14:37:22	Verify		Diverser/	1	4		
1734791	Invoices_File_12021_2h6_08.09.2023_09:16	08.09.2023 09:16:38	Verify			5	5		
1830410	Invoices_File_12021_2h6_02.10.2023_21:32	02.10.2023 21:32:59	Verify		Diverser/	1	1		
1977073	Invoices_File_12021_2h6_03.11.2023_11:44	03.11.2023 11:44:25	Verify		ABUSPlaf/	1	2		
1978552	Invoices_File_12021_2h6_03.11.2023_14:33	03.11.2023 14:33:13	Verify		ABUSPlaf/	1	2		

Batch ID: Click to open the document ID. If these are grayed out or have a lock symbol in front of them, this batch is currently not accessible for editing. The batch is either in the Analysis, Export step or is currently being processed.

3 different queue statuses:

- **Analysis:** Document recognition is performed, no processing possible
- **Verify:** Document recognition can be opened via ID
- **Export:** Document recognition has been carried out, batch is sent to the workflow and d.velop documents; disappears from this list shortly afterwards

Webverify

Webverify opens by clicking on the ID of the batch. This is where the document recognition takes place.

The screenshot displays the Xtr@ctor software interface. On the left, a file stack shows a folder 'Invoices_File_12021_2h6' containing files '1978553', '1_Abus-06-09-2023', '1978555', and '1978556'. The main window shows an invoice from ABUS Pfaffenhain GmbH, Nr. 3789456, dated 06.09.2023. The invoice details include company information, payment terms (14 Tage 4% Skonto, 30 Tage netto), and a table of items. The right-hand pane shows document recognition data for 'ecm:one Test', including company code, invoice number (3789456), and various amounts. Color-coded boxes indicate field status: green for good recognition, gray/white for OK, and red for incorrect recognition.

Structure of the invoices in the stack; the structure shows where the first page of a new invoice starts. The icons at the top of the stack show the status.

View of the invoice / the current page. Bar above offers visual adjustment options (larger/smaller, adjust invoice to width/height, display recognized text, switch on color)

Document recognition data. Color markings indicate field status. Gray/white: Detection OK, no confirmation necessary
Green: Recognition good, confirmation required
Red: Recognition incorrect, confirmation/correction required

Webverify

CompanyName	Company Code	Mail from
ecm:one Test	12021_2h6	
Mandantenname wurde nicht auf Beleg gefunden – bitte prüfen.		
70065	Name of vendor	ABUS Pfaffenhaun GmbH
Cou...	ZIP	City
DE	09387	Jahnsdorf
VAT Reg No	DE141295010	
Docume...	Invoice number	Invoice date
Rechnung	3789456	06.09.23
Service Date		
Net amount 1	Vat amoun...	Vat rat...
32,07	6,10	19,00
Net amount 2	Vat amoun...	Vat rat...
Net amount 3	Vat amoun...	Vat rat...
Gross amount	Currency	
38,17	EUR	
PaymentType	Disc. 1 %	Due date
Überweisung	4,00	17.09.23
IBAN on document	DE90450400420356668400	
GL Account	4985 # Werkzeuge und Kleingeräte ## Betragsgleiche Buchung (L700003811)	
Kostenstelle	23 # Werkstatt ## Betragsgleiche Buchung (L700003811)	
Kostenträger	Systeme	
AccountingText		
Dactylogram		

Client information: Selection by deleting a letter and selecting the correct client. Mail from shows the sender for mail import.

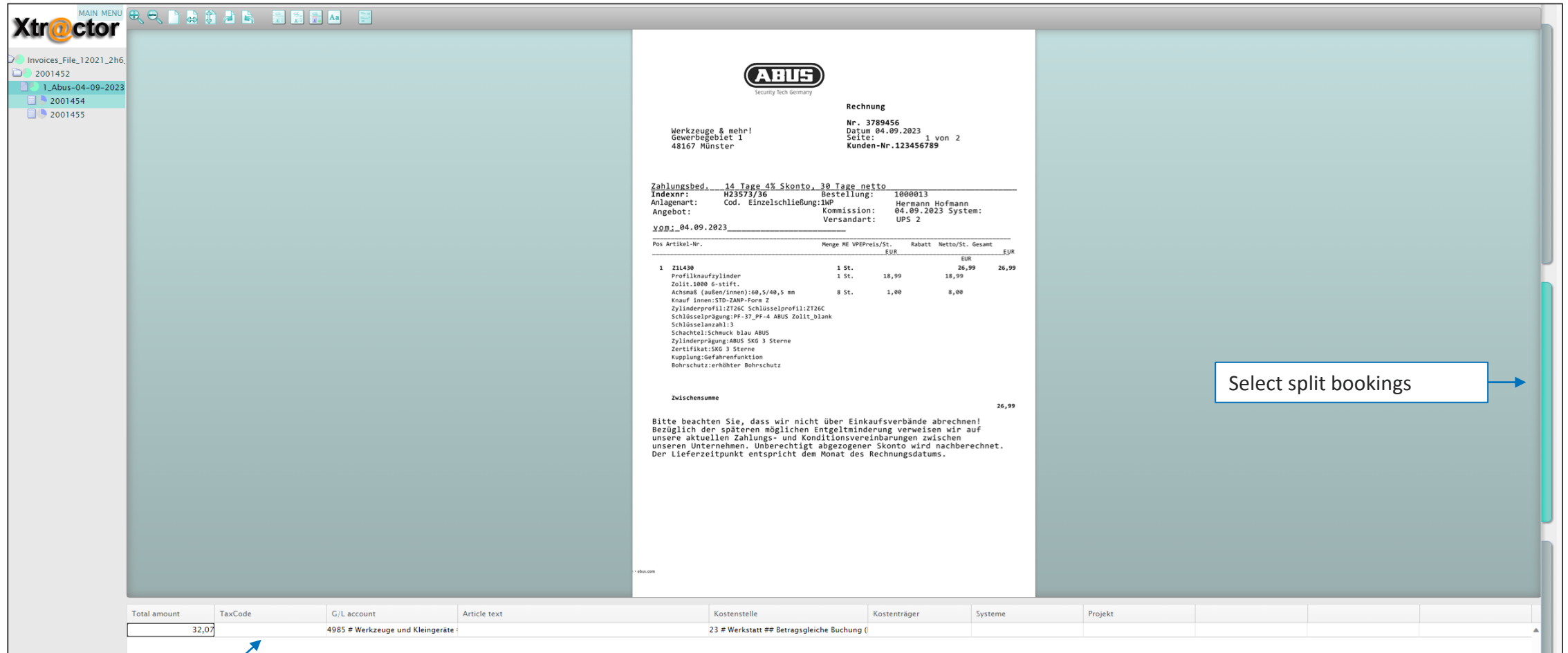
Supplier information: Access to the client-specific supplier master data. Selection by entering the name or supplier no. Tip: If the error message "Not compatible with company code" appears, the selected supplier does not exist in the client master data!

Invoice information: Selection possible on the receipt by clicking on the corresponding number/date/amount. Payment information is calculated automatically, if there are discrepancies the amounts do not match. Payment method: Choice between "Bank transfer", "Direct debit", "Other payment method"; in the case of "Bank transfer", the invoice is offered later for transfer. Split: possible here between 2 items, larger split entry possible on second page (next slide). IBAN: Selection by clicking the space bar, all IBANs found are suggested.

Account assignment: Proposal of historically known G/L accounts; selection also possible by entering the G/L account number or name. Posting text can be entered or by holding the Shift + mouse pointer key = drag box around area. Hold the Ctrl key to select text in different places on the document.


Webverify

Execute split booking



Xtr@ctor MAIN MENU

Invoices_File_12021_2h6
2001452
1_Abus-04-09-2023
2001454
2001455



Rechnung

Nr. 3789456
Datum 04.09.2023 1 von 2
Seite: 1 von 2
Kunden-Nr. 123456789

Merkzeuge & mehr!
Gewerbegebiet 1
48167 Münster

Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto

Indexnr: H23573/36 Bestellung: 1000013
Anlagenart: Cod. Einzelschließung:1WP Hermann Hofmann
Angebot: Kommission: 04.09.2023 System:
Versandart: UPS 2

Vom: 04.09.2023

Pos	Artikel-Nr.	Menge	ME	VPEPreis/St.	Rabatt	Netto/St.	Gesamt
				EUR		EUR	EUR
1	Z1L430	1 St.				26,99	26,99
	Profilknäufzylinder	1 St.		18,99		18,99	
	Zolit.1000 6-stift.	8 St.		1,00		8,00	
	Achsmaß (außen/innen):60,5/40,5 mm Knäuf Innen:STD-ZANP-Forn Z Zylinderprofil:ZT26C Schlüsselprofil:ZT26C Schlüsselprägung:PF-37_Pf-4 ABUS Zolit_blank Schlüsselanzahl:3 Schachtel:Schmuck blau ABUS Zylinderprägung:ABUS SKG 3 Sterne Zertifikat:SKG 3 Sterne Kupplung:Gefahrenfunktion Bohrschutz:erhöhter Bohrschutz						
	Zwischensumme					26,99	

Bitte beachten Sie, dass wir nicht über Einkaufsverbände abrechnen!
 Bezüglich der späteren möglichen Entgeltminderung verweisen wir auf
 unsere aktuellen Zahlungs- und Konditionsvereinbarungen zwischen
 unseren Unternehmen. Unberechtigt abgezogener Skonto wird nachberechnet.
 Der Lieferzeitpunkt entspricht dem Monat des Rechnungsdatums.

Total amount	TaxCode	G/L account	Article text	Kostenstelle	Kostenträger	Systeme	Projekt
32,07		4985 # Werkzeuge und Kleingeräte		23 # Werkstatt ## Betragsgleiche Buchung (

Select split bookings →

Single lines for entering the account assignment information. Helpful shortcuts on the next page.

Webverify

Shortcuts for split booking

Shortcuts for Xtractor:

- F9: Recognition of the positions in the next lines
- F8: Copy and paste the field contents
- Alt + I: Adding an account assignment row (summarizes the balance)
- Alt + E: Add a table row (Without amount)
- Alt + D: Delete a line
- CTRL + Alt + K: Change account assignment type; choice between simple account assignment or account assignment with items
- Reanalyze batch: STRG + F10
- Cancel batch, save + leave comment STRG + E
- Continue to the next field to be confirmed Plus key
- Delete account assignment table + net amount Alt + T
- Show account assignment table for split posting (then add rows Alt+I) STRG + Q
- Field training / Record dactylogram F12
- Calculate total amount ALT + C

Webverify

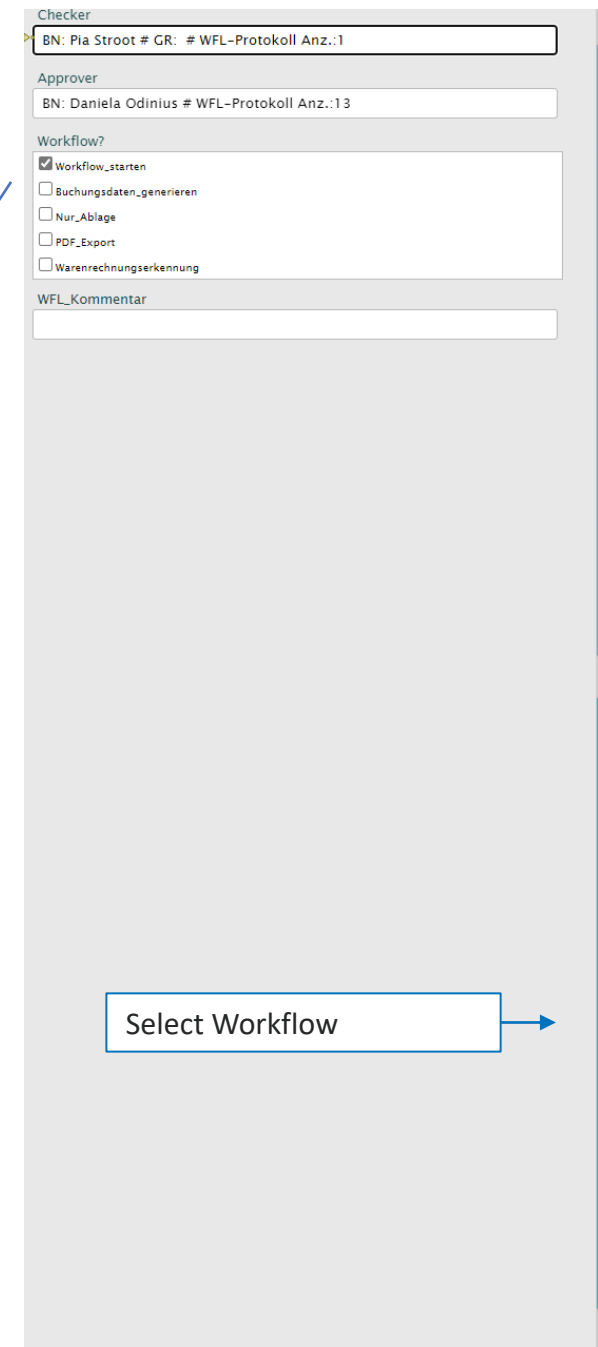
Workflowuser

The reviewer and approver can be selected from the list by clicking in the corresponding field and pressing the space bar.

In addition, a specific reviewer/approver is suggested from the historical logsapprover is suggested from the historical logs (indicated by the workflow log and the number how often this user has already been selected for this supplier

After editing these fields, click Enter in the Export_Colour field and confirm Send.

Explanation on the next page



The screenshot shows a web form titled 'Checker' with the following fields and options:

- Checker:** BN: Pia Stroot # GR: # WFL-Protokoll Anz.:1
- Approver:** BN: Daniela Odinius # WFL-Protokoll Anz.:13
- Workflow?:**
 - Workflow_starten
 - Buchungsdaten_generieren
 - Nur_Ablage
 - PDF_Export
 - Warenrechnungserkennung
- WFL_Kommentar:** (empty text field)

Annotations on the screenshot:

- A blue arrow points from the 'Workflow?' section to a box labeled 'Explanation on the next page'.
- A white box labeled 'Select Workflow' with a right-pointing arrow is positioned below the 'Workflow?' section.

Workflow?

- Workflow_starten
- Buchungsdaten_generieren
- Nur_Ablage
- PDF_Export
- Warenrechnungserkennung

WFL_Kommentar

Several hooks can be combined!

Workflow_start:

Workflow required, select reviewer and approver

Generate_posting_data: If the invoice has already been assigned to an account, the posting data can be created directly. This is also possible at any time later from the search.

File_only: Audit-proof archiving in the DMS without workflow

PDF_Export:

Download the file as PDF with backup to FileShare.

Commercial Invoice :

A batch is created in the ecm:one document recognition items after the export.

Webverify

Tastenkürzel im Verify

Zoom on the document	Mouse wheel scrolling
Movement on zoomed document	Hold down the left mouse button, move the mouse
Selection on receipt	Shift + box drag with left mouse button
Next field	Tab
Previous field	Shift + Tab
Line up/down	Arrow up/down
Line Left/Right	Line Left/Right
Confirmation of a field	Enter
Displaying the selection options	Space bar + down arrow → Display and select the selection list
Selection of a word/date	Mouse click on word/date
Displaying a duplicate	Strg + D

Webverify

Training options

Supplier training (dactylogram)

Please use with caution!

1. Select the supplier in the 'Supplier no.' field from the drop-down list.
2. Press the F12 key and confirm the start of the training (dactylogram)
3. Press and hold CTRL + Shift and draw a box on the document with the left mouse pointer, based on which the supplier is to be recognized in the future
NOTE:
 - a. Minimum of 200 characters in the box
 - b. Box must ALWAYS be there
→ The imprint field at the end of an invoice is therefore a good place to enter the name, address, payment information, etc.
4. Press F12 again
5. Confirm training

The training has now been completed. In future, this supplier will be selected on a client-specific basis based on the trained parameters (can be seen in the dactylogram field)

Possible causes of error:

- The supplier is not stored in the master data. Then no training can be carried out. Therefore, first create the supplier in the master data and carry out training again
- Dactylogram not started in the 'Supplier no.' field. Make sure that you have clicked in the field before you start the training.

Other fields such as due date, invoice no. or payment type (field training)

If these are always in the same place in the document, this can be trained.

1. Draw the box around the corresponding field on the document: Shift + press the left mouse pointer
2. Content is transferred to field
3. Press F12 → Dialogue about successful training opens
4. Close dialog window

Webverify

Training options

Delete a training:

The training is stored in the so-called dactylogram and in field trainings. If at some point these are no longer up to date (e.g., because the supplier uses a new document layout) or it was carried out incorrectly, these can be deleted.

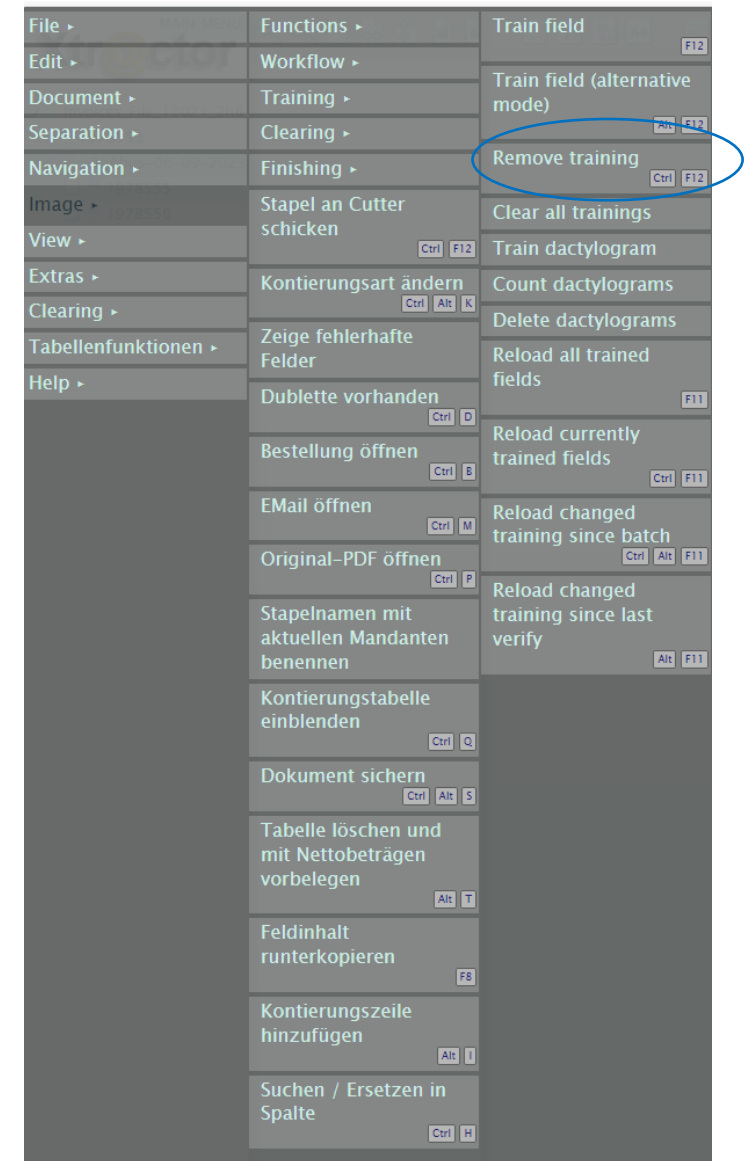
1. Open main menu in the upper left corner
2. Opening the menu structure: Extras → Training →
3. Here you can now delete the field training as well as the dactylogram
4. Renewed implementation of the trainings is now possible

Tip:

Vendor master data is automatically maintained when an invoice is processed for the first time. If information such as the VAT number or IBAN is missing, it is automatically entered in the master data after the

automatically entered in the master data after initial selection.

The advantage: The master data improves, and the recognition becomes better from invoice to invoice!



Webverify

Editing options via the Verify menu

File >	Job
Edit >	Commit job
Document >	Cancel job Ctrl E
Separation >	
Navigation >	
Image >	
View >	
Extras >	
Clearing >	
Tabellenfunktionen >	
Help >	

File >	Merge with next document
Edit >	
Document >	Merge with previous document
Separation >	Split at this page
Navigation >	Move page
Image >	Mark remaining pages as attachment
View >	
Extras >	
Clearing >	
Tabellenfunktionen >	
Help >	

File >	Re-create document result
Edit >	
Document >	Delete document
Separation >	Restore document
Navigation >	Validate document
Image >	Delete page Ctrl L
View >	Restore page
Extras >	
Clearing >	
Tabellenfunktionen >	
Help >	

File >	Functions >
Edit >	Workflow >
Document >	Training >
Separation >	Clearing >
Navigation >	Finishing >
Image >	Stapel an Cutter schicken Ctrl RT
View >	
Extras >	Kontierungsart ändern Ctrl Alt K
Clearing >	Zeige fehlerhafte Felder
Tabellenfunktionen >	
Help >	Dublette vorhanden Ctrl D
	Bestellung öffnen Ctrl B
	E-Mail öffnen Ctrl M
	Original-PDF öffnen Ctrl P
	Stapelnamen mit aktuellen Mandanten benennen
	Kontierungstabelle einblenden Ctrl C
	Dokument sichern Ctrl Alt S
	Tabelle löschen und mit Nettobeträgen vorbelegen Alt T
	Feldinhalt runterkopieren F2
	Kontierungszeile hinzufügen Alt I
	Suchen / Ersetzen in Spalte Ctrl H

The menu can be opened in the top left-hand corner via the main menu. Further functions can be found here.

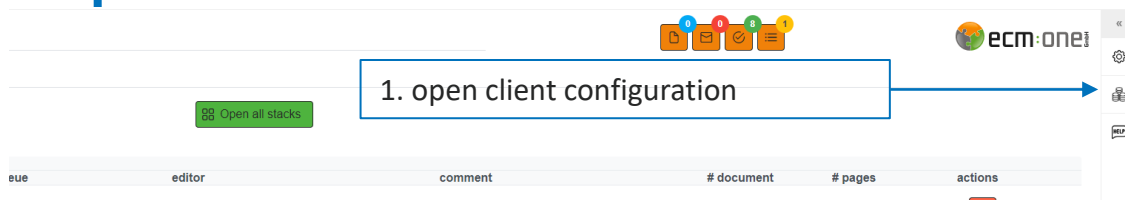
1. file: The job can be sent to any location and canceled.
2. edit: Insert/delete table rows in the split booking.
3. document: Documents or individual pages can be deleted and restored.
4. split: This can be used to merge or split documents (if documents were combined in the scan)
5. navigation: takes over the shortcuts to move forward on the document.

Extras:

Training: Field training as described above and option to delete training (dactylogram)
 Send batch to cutter: Deleted documents/pages are sent and thus permanently deleted, remaining documents remain in the batch and can be processed further by reopening the batch.
 Split booking: Shortcuts are explained and can be triggered manually from here.

Webverify

Use case: New supplier is created during document recognition.

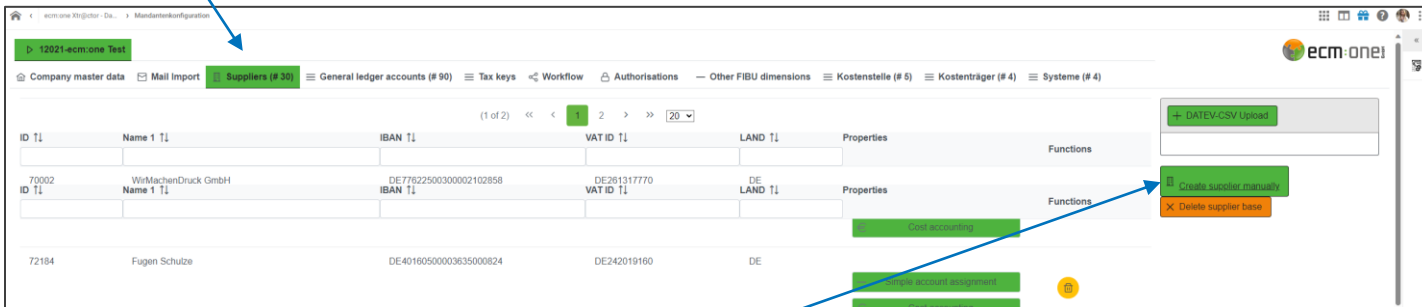


If the master data is improved during batch processing or a new supplier is created, it must be sent back to the "Analysis" step so that the new master data can be used for recognition.

To do this, proceed as follows:

1. open and adjust the master data in the Client configuration menu → Suppliers → Add supplier

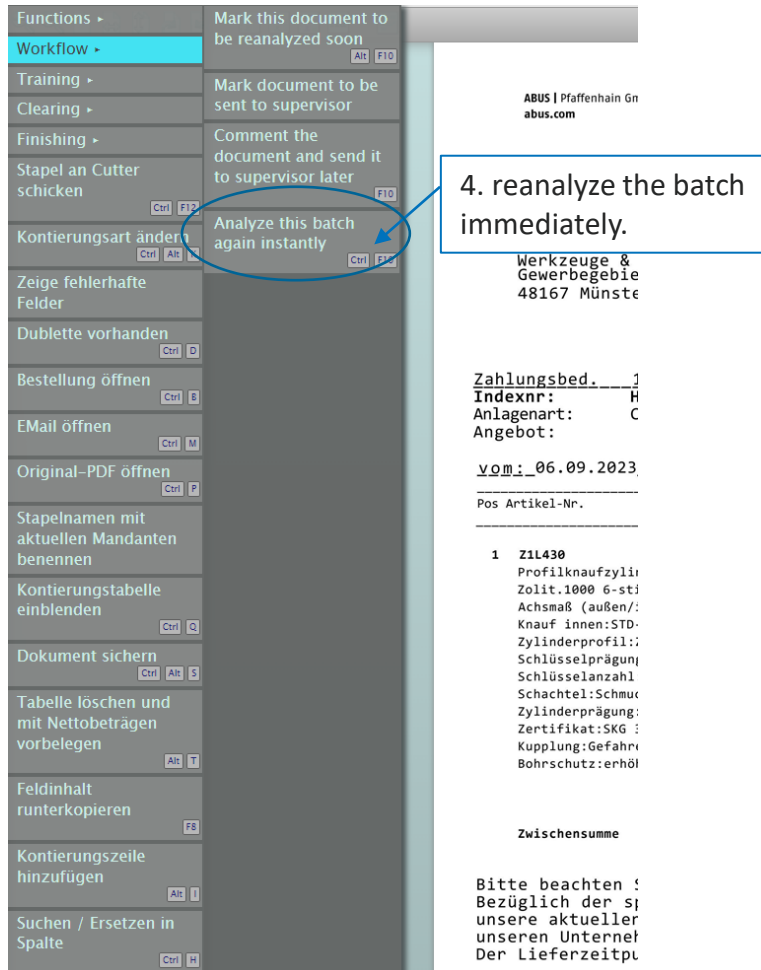
2. open suppliers



3. create new supplier

Webverify

Use case: New supplier is created during document recognition.



2. reopen Webverify in another tab
3. menu → Extras → Workflow → Reanalyze batch immediately
4. the batch is now sent and the tab can be closed. On the document recognition page, it is now sent through the analysis again and the new master data is taken into account. The batch can now be reopened.

Webverify

Use case: Adjust account assignment type during document recognition



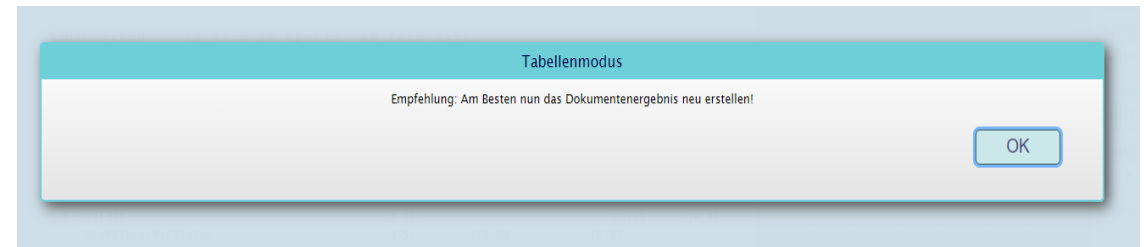
1. change account assignment type.

During document recognition, you can switch between the account assignment types "Simple account assignment" and "Account assignment with items". To do this, proceed as follows:

Menu → Extras → Change account assignment type



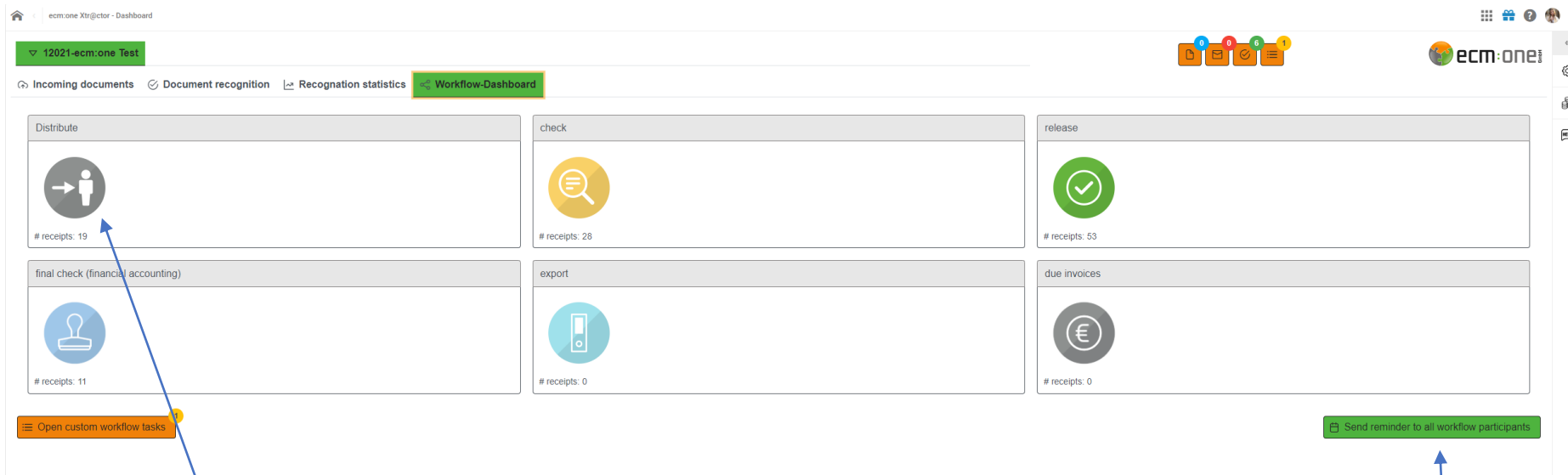
Rebuild document result.



The account assignment type has not been changed? Please try to send the document through the analysis again. To do this, please follow these steps. You must now close the batch, wait until the analysis has run through, and can then open it again as usual.

ecm:one Xtractor

The workflow dashboard provides an overview of the documents in the workflow.



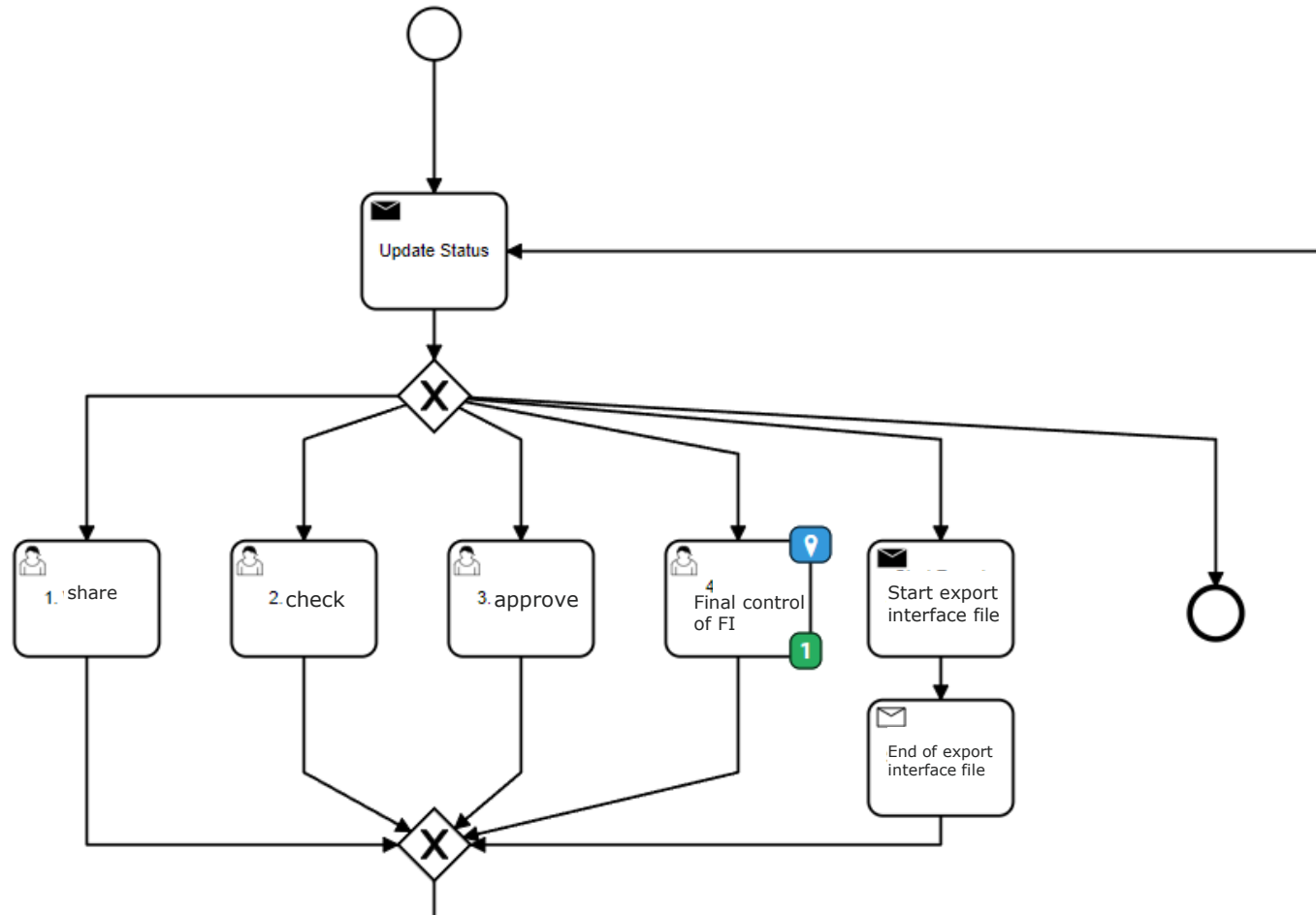
If you have any questions, the help page will help you quickly. A complete operating manual can be downloaded under "Click instructions".

Click to go to an overview where you can see all the documents that are currently in the workflow step.

Reminders can be sent to all users who have open tasks.

ERV-Workflow

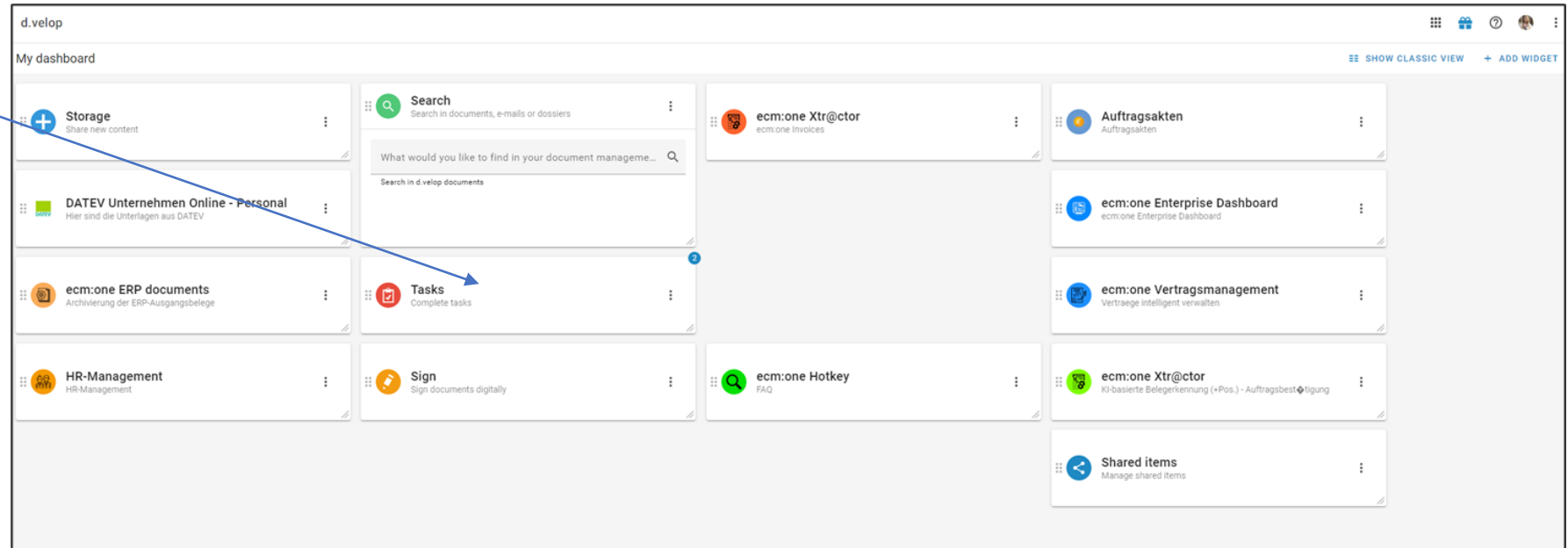
The workflow consists of 4 steps. First, the invoice is read and distributed in document recognition so that the posting data can be created directly afterwards. This is followed by the factual check, release and final Financial accounting check steps. The processing of these steps is explained in the following slides.



The first steps in the cloud

Opening the tasks.

The workflow tasks can be opened via the "Tasks" tile. This shows how many tasks are currently unprocessed via the small number. You are informed about tasks either via the start page or by email.



Tasks

The task list can be accessed via the dashboard. To do this, click on the "Tasks" tile.

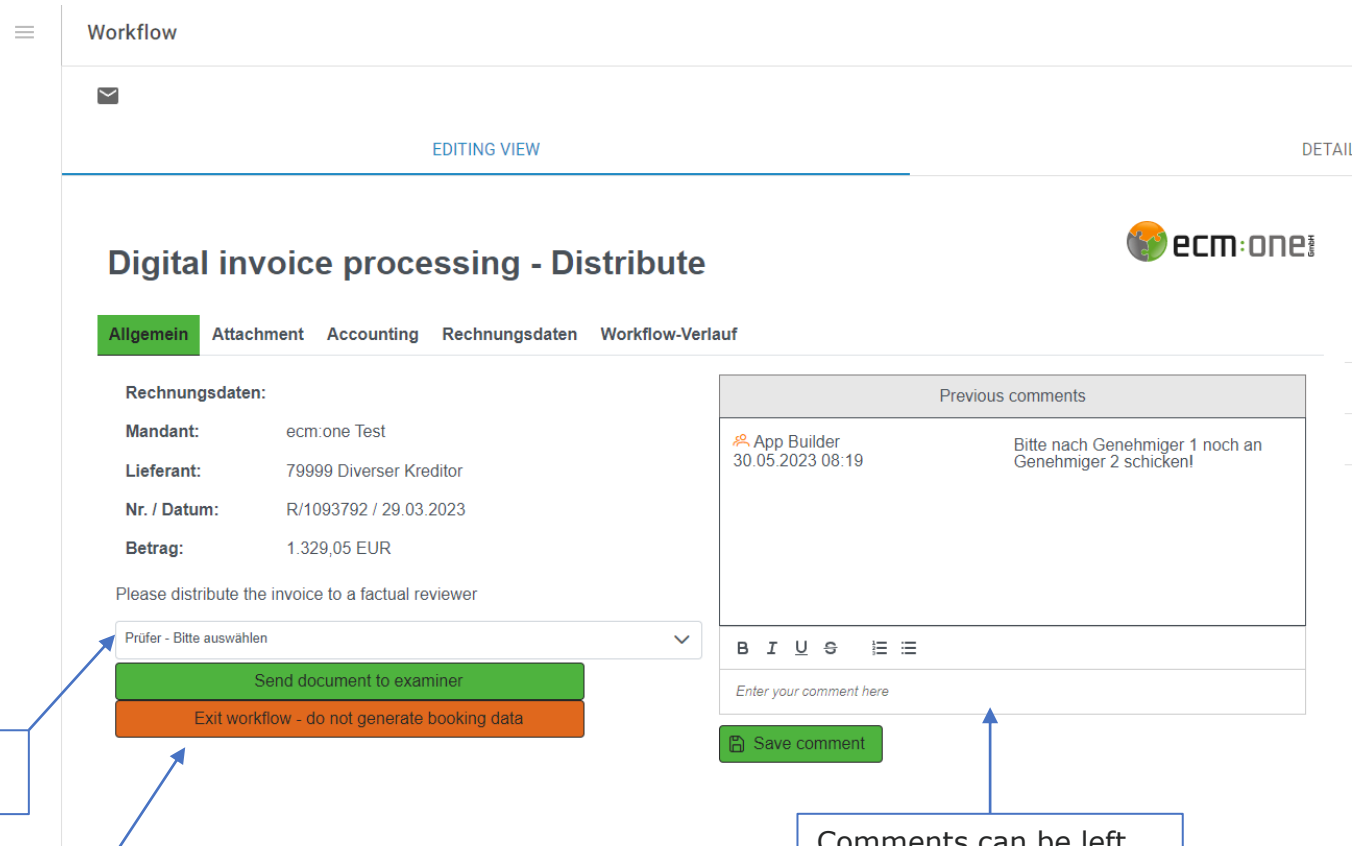
Updating the task list

Priority	Subject	Context	Due	Received ↓	Assignee	Sender	More info	LieferantenName	LieferantenNr	Rechnungsbetrag	RechnungsNr
<input type="checkbox"/>	2. Checker	Digitale Rechnun...		11:50 AM	Pia Stroot	d.velop process		ABUS Pfaffenhaun GmbH	70065	38.17	3789456
<input type="checkbox"/>	1. Verteilen	Digitale Rechnun...		10/30/2023 10:44 P...	Administrative gro...	d.velop process		Diverser Kreditior	79999	1329.05	R/1093792

All due tasks including the most important properties are displayed in the list. A grouping can also be made here, e.g. by vendor.

Tasks - Distribute

In the Distribute step, the invoice can be redistributed if the initial distribution is incorrect.



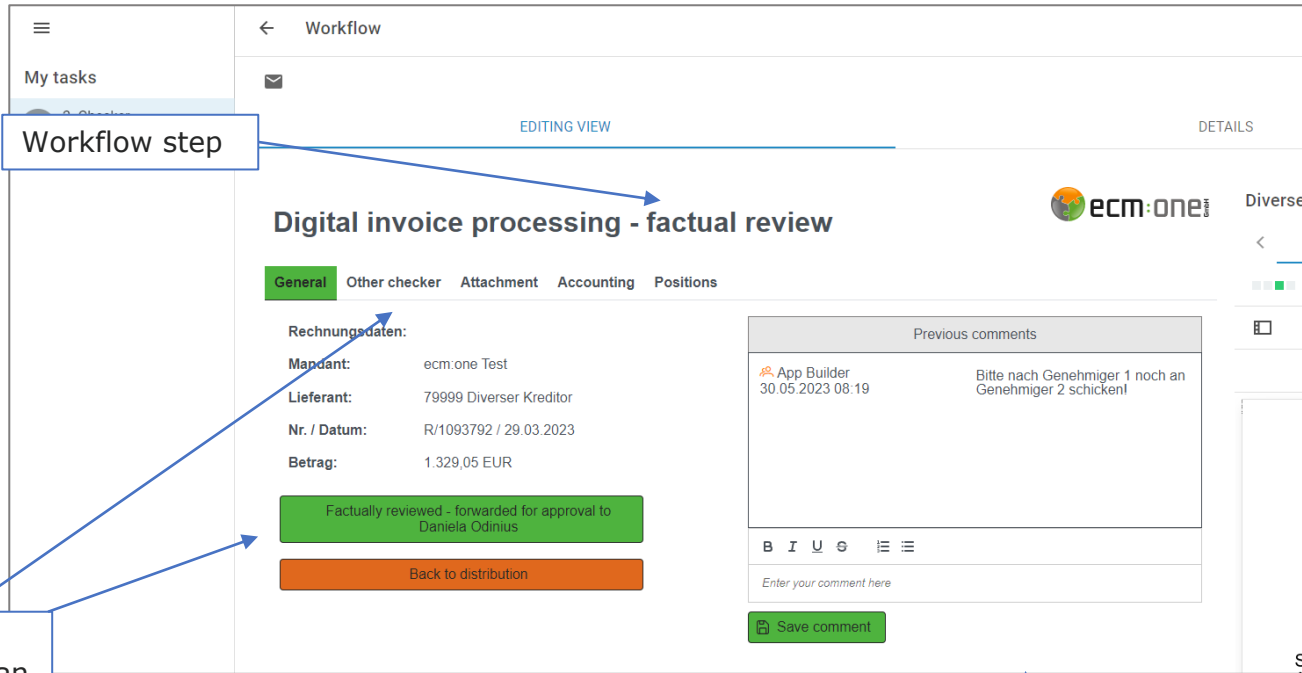
Select the correct distributor.

If a shortened workflow is required, the invoice can be sent directly to the "Approve" step or to the accounting department.

Comments can be left for the following examiners.

Tasks - Factual examination

After opening a specific task, it can be edited.



Workflow step

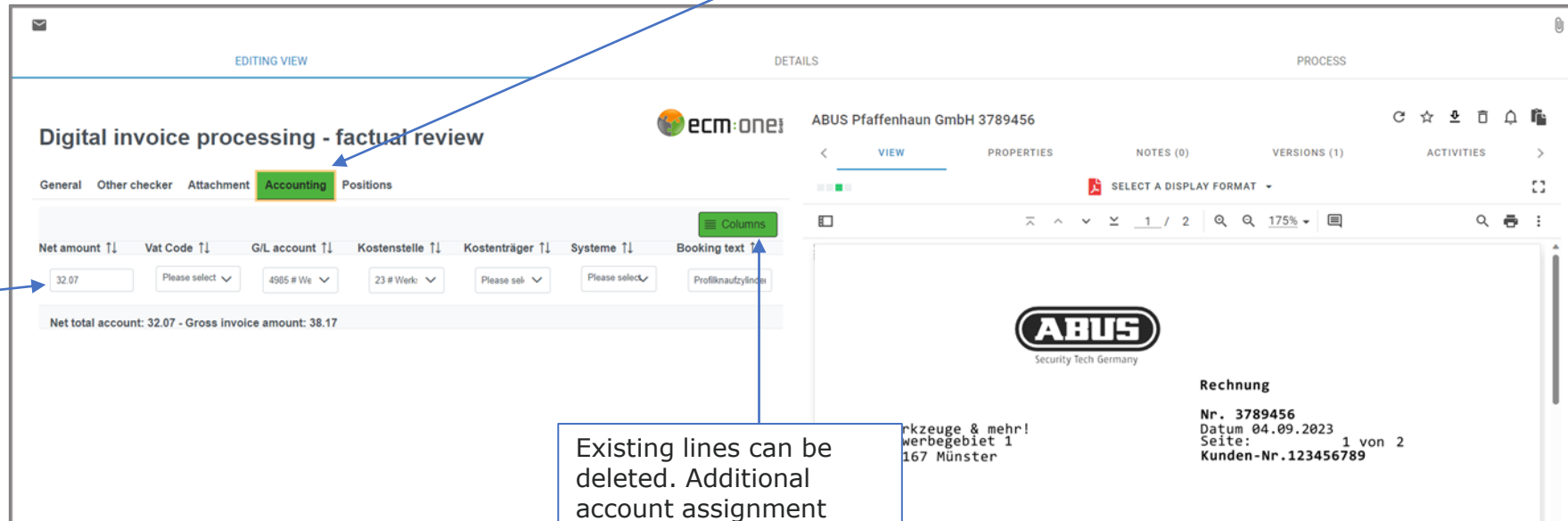
In step 2, factual check, the invoice can either be approved or sent back to step 1.

Comments can be left for the following examiners.

Tasks - Factual examination

After opening a specific task, it can be edited.

The account assignment already created can be adjusted in the FIBU tab.



The content can be edited by clicking in a field.

Existing lines can be deleted. Additional account assignment lines can be added (individually or several at once).

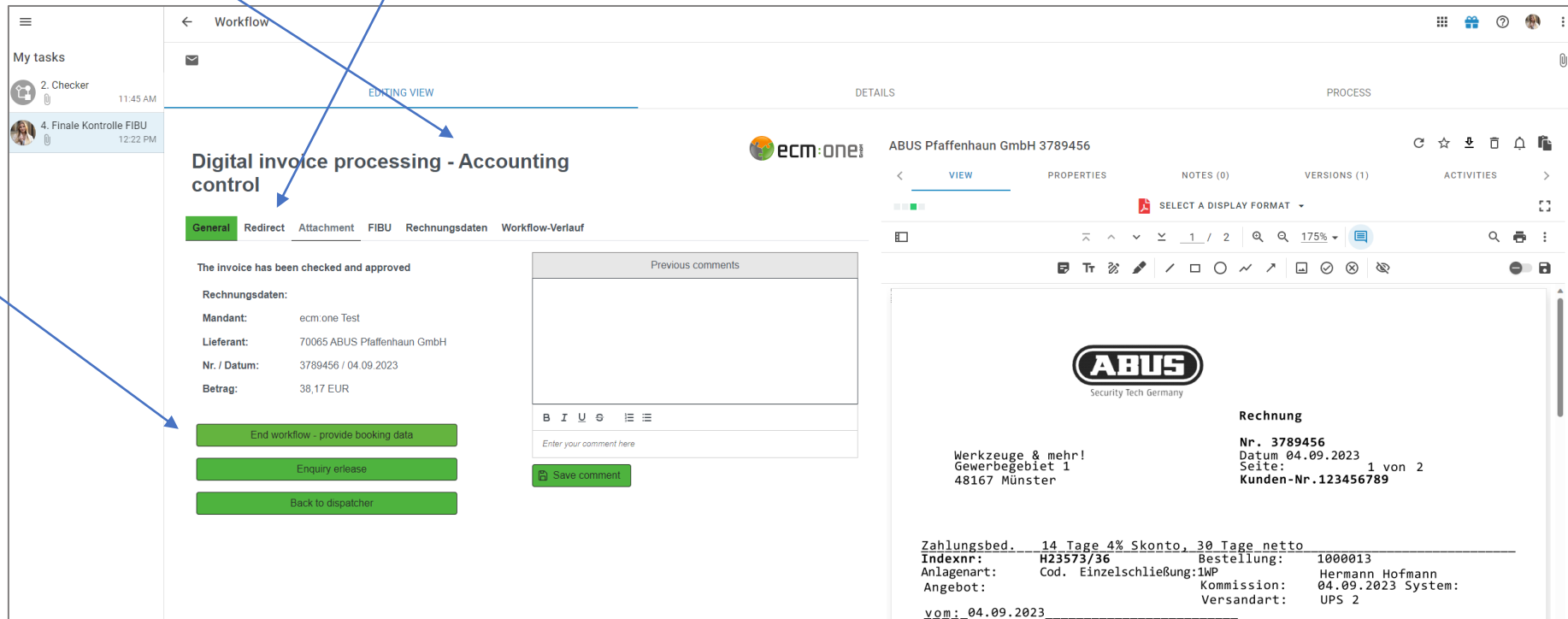
Tasks - Booking

After opening a specific task, it can be edited.

Workflow step

If the document is not to be posted, the workflow can be ended under Redirect without the posting data being created.

In this step, the booking data can be provided and queries can be sent to the releaser.

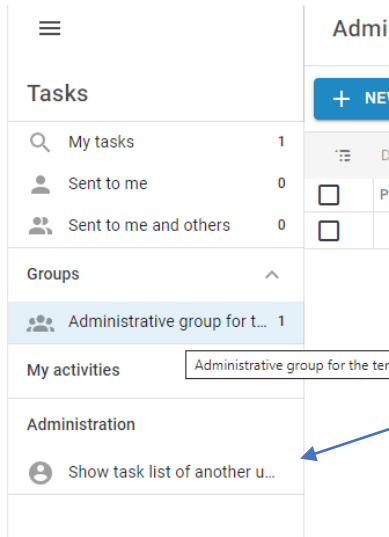


The screenshot shows the 'Workflow' interface for 'Digital invoice processing - Accounting control'. The interface is divided into several sections:

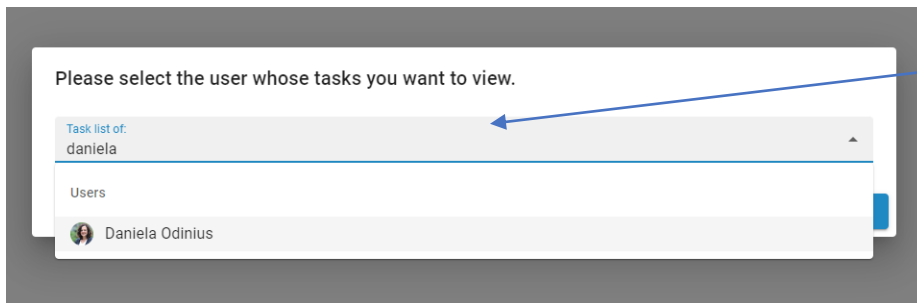
- My tasks:** A list of tasks including '2. Checker' (11:45 AM) and '4. Finale Kontrolle FIBU' (12:22 PM).
- Workflow step:** The current step is 'Digital invoice processing - Accounting control', which is in 'EDITING VIEW'.
- General tab:** Contains the text 'The invoice has been checked and approved' and 'Rechnungsdaten:' with the following details:
 - Mandant: ecm:one Test
 - Lieferant: 70065 ABUS Pfaffenhaun GmbH
 - Nr. / Datum: 3789456 / 04.09.2023
 - Betrag: 38,17 EUR
- Buttons:** Three green buttons are visible: 'End workflow - provide booking data', 'Enquiry release', and 'Back to dispatcher'.
- Redirect tab:** A button labeled 'Redirect' is highlighted, indicating the option to end the workflow without creating posting data.
- Attachment/FIBU/Rechnungsdaten/Workflow-Verlauf tabs:** Other tabs for document management and history.
- Document Preview:** A preview of the invoice document from 'ABUS Pfaffenhaun GmbH 3789456'. The document includes the ABUS logo and the following details:
 - Rechnung Nr. 3789456
 - Datum 04.09.2023
 - Seite 1 von 2
 - Kunden-Nr. 123456789
 - Werkzeuge & mehr! Gewerbegebiet 1 48167 Münster
 - Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto
 - Indexnr: H23573/36
 - Bestellung: 1000013
 - Anlagenart: Cod. Einzelschließung:1WP
 - Kommission: Hermann Hofmann
 - Angebot: 04.09.2023 System:
 - Versandart: UPS 2
 - vom: 04.09.2023

Administer task list

To take tasks from other users, they can be forwarded via the administrative task list.



1. open Administration in the list.



2. enter and select the user whose tasks you want to see.

Administer task list

To take tasks from other users, they can be forwarded via the administrative task list.

5. exit the administrator view.

3. select task.

4. forward and select the corresponding user.

My tasks

REFRESH

You are in the administrative view. You see the task list of: Daniela Odinius

[EXIT ADMINISTRATIVE VIEW](#)

Drag columns here to group the displayed results.

Priority	Subject	Context	Due	Received	Assignee	Sender	More info	LieferantenName	LieferantenNr	Rechnungsbetrag	RechnungsNr
1	Frist prüfen	Digitale Vertrags...	07/31/2023 12:00 A...	07/24/2023 09:41 A...	Buchhaltung	d.velop process					
1	Frist prüfen	Digitale Vertrags...	08/01/2023 12:00 A...	07/25/2023 10:28 A...	Buchhaltung	d.velop process					
1	Frist prüfen	Digitale Vertrags...	10/30/2023 12:00 A...	10/23/2023 09:21 P...	Buchhaltung	d.velop process					
1	Frist prüfen	Digitale Vertrags...	10/31/2023 12:00 A...	10/24/2023 09:21 P...	Buchhaltung	d.velop process					
1	Frist prüfen	Digitale Vertrags...	11/01/2023 12:00 A...	10/25/2023 09:22 P...	Buchhaltung	d.velop process					

1. Frist prüfen

[FORWARD](#)

10/23/2023 09:21 PM
From d.velop process

Common properties

Context: Digitale Vertragsprüfung | Priority: Default | Due: 10/30/2023 12:00 AM

Reminder

Recipients: Buchhaltung

History

Time	Users	Event	Recipients	Details
10/23/2023 09:21 PM	d.velop process	Task created	Buchhaltung	

Details: 000082 Tauschrad GmbH Mietrad

000082 Tauschrad GmbH Mietrad

Tauschrad

Abonnement-Vertrag Tauschrad GmbH und Karla Kolumba
Am 01.04.2022 18:43 wurde folgender Servicevertrag zwischen der Tauschrad GmbH und Sophia Erdmann abgeschlossen.

Beteiligte Parteien:

Name	Tauschrad GmbH	Name	Karla Kolumba
Adresse	Tauschrad Straße 1	Geburtsdatum	
		Adresse	
Eingetragen im		Land	
Handlungsregister des		Telefon	
Arbeitsgerichts Frankfurt am		Email-Adresse	
Main unter		Zahlungsmethode	SepaDirectDebit
Email	tauschrad@tauschrad.de	Zählungs ID	Unkzn
	hier als "Mietrad" bezeichnet.		


folgendes wird vereinbart:

Tip - Workflow protocol

If you want to find out about the workflow process so far in order to understand when, where and by whom the task was processed, take a look at the workflow log.

Workflow
EDITING VIEW
DETAIL

Digital invoice processing - Distribute



Allgemein

Attachment

Accounting

Rechnungsdaten

Workflow-Verlauf

Rechnungsdaten:

Mandant: ecm:one Test

Lieferant: 79999 Diverser Kreditor

Nr. / Datum: R/1093792 / 29.03.2023

Betrag: 1.329,05 EUR


Please distribute the invoice to a factual reviewer

Prüfer - Bitte auswählen




Send document to examiner

Exit workflow - do not generate booking data

Previous comments

 App Builder
30.05.2023 08:19

Bitte nach Genehmiger 1 noch an Genehmiger 2 schicken!

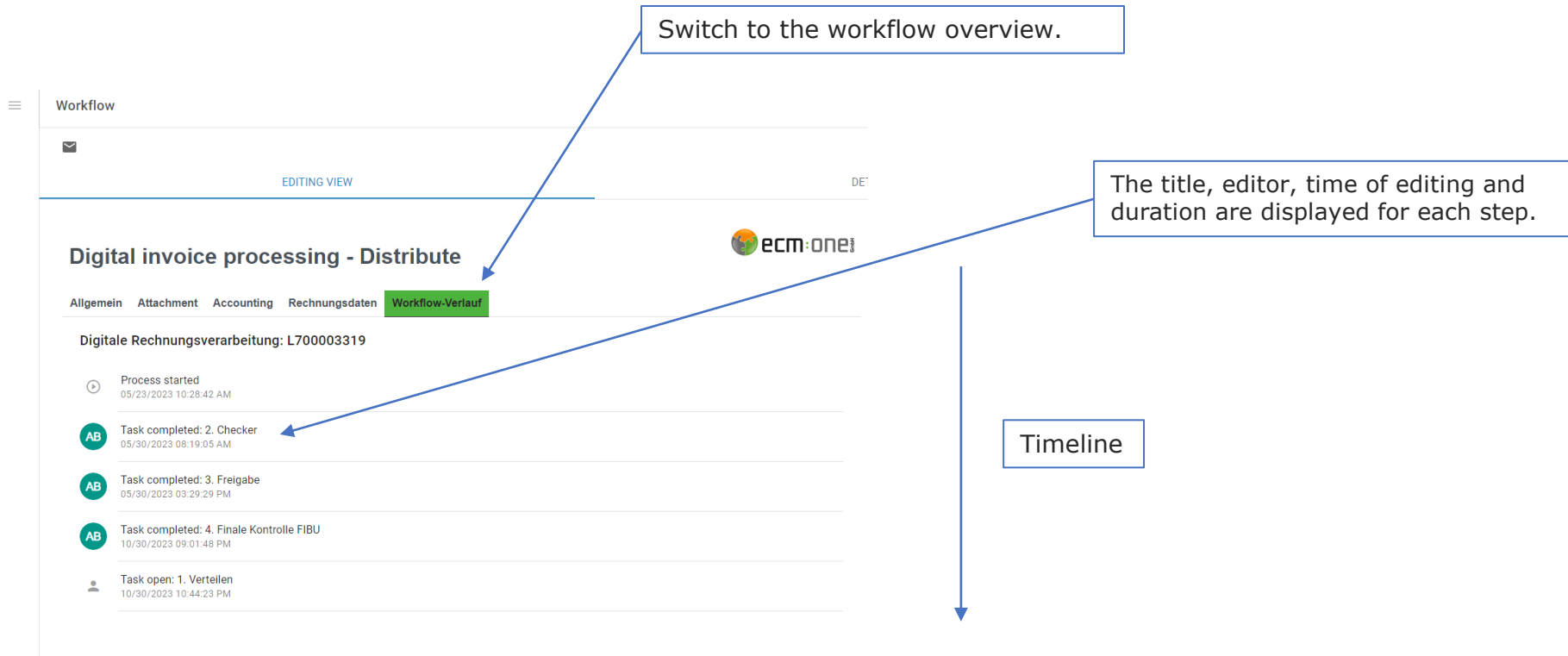
B I U   

Enter your comment here

Save comment

Tip - Workflow protocol

The log opens in the "General" tab on the right-hand side. To view the log, switch to Workflow overview.



Workflow

EDITING VIEW

Digital invoice processing - Distribute

Allgemein Attachment Accounting Rechnungsdaten **Workflow-Verlauf**

Digitale Rechnungsverarbeitung: L700003319

- Process started
05/23/2023 10:28:42 AM
- Task completed: 2. Checker
05/30/2023 08:19:05 AM
- Task completed: 3. Freigabe
05/30/2023 03:29:29 PM
- Task completed: 4. Finale Kontrolle FIBU
10/30/2023 09:01:48 PM
- Task open: 1. Verteilen
10/30/2023 10:44:23 PM

Switch to the workflow overview.

The title, editor, time of editing and duration are displayed for each step.

Timeline

Have fun with your new DMS
wishes the

