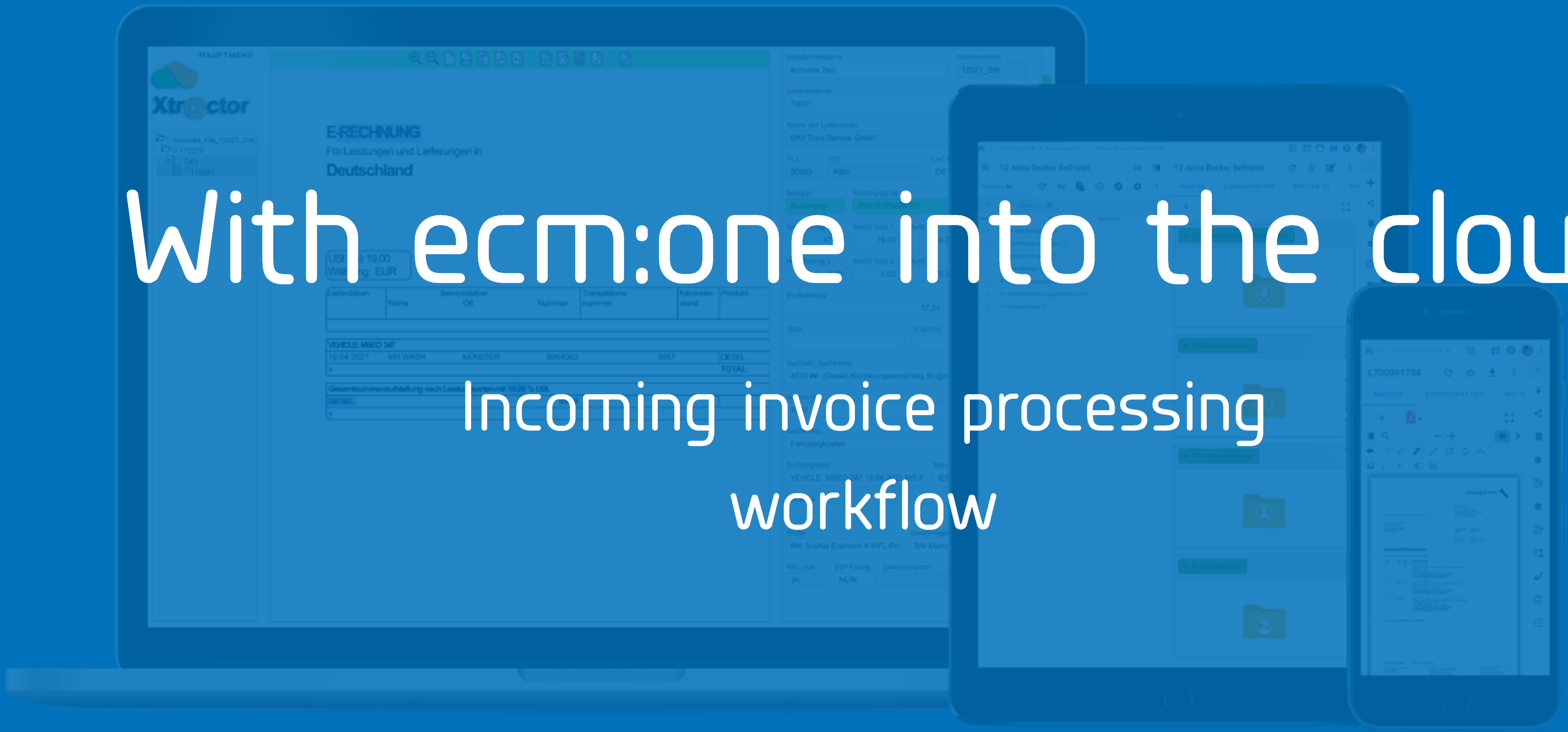


With ecm:one into the cloud

Incoming invoice processing workflow

As of: 01.06.2026

Welcome

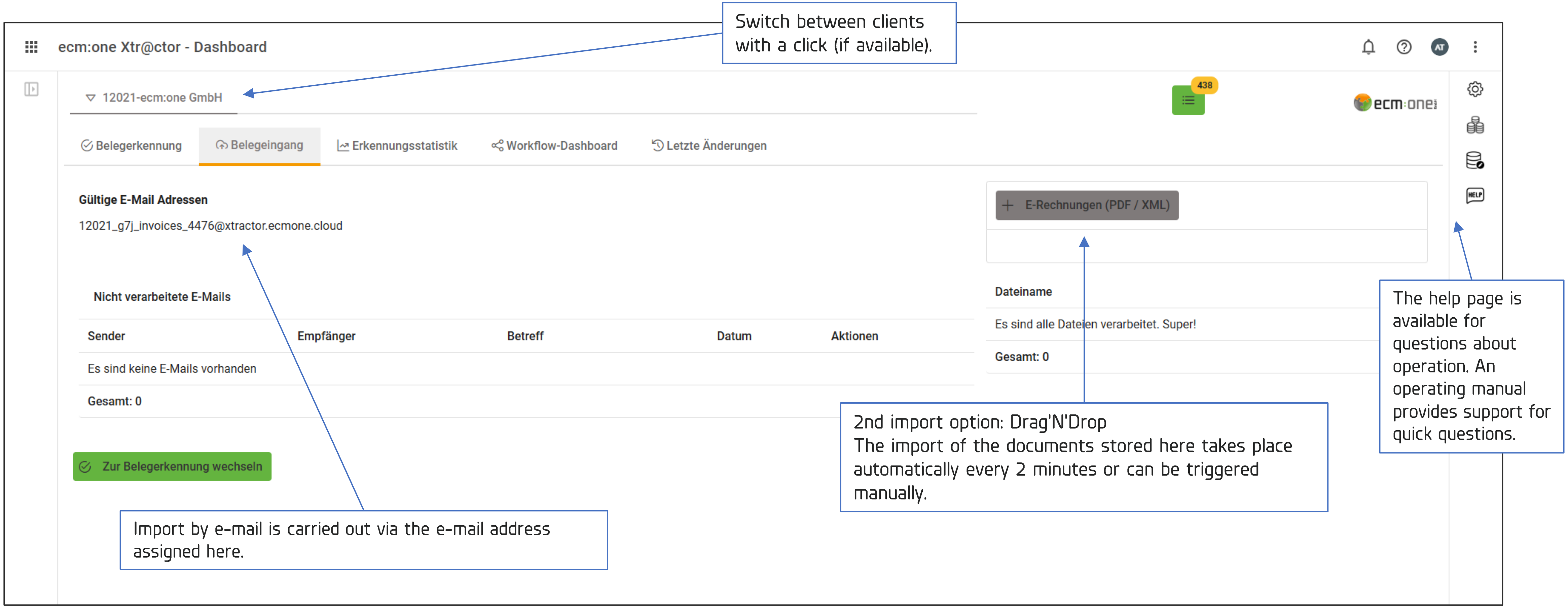
Welcome to our document management system d.velop documents. For a perfect start, this manual explains all essential functions, workflows and ShortCuts - so nothing stands in the way of a perfect start in the digital DMS.

Your ecm:one

Table of contents

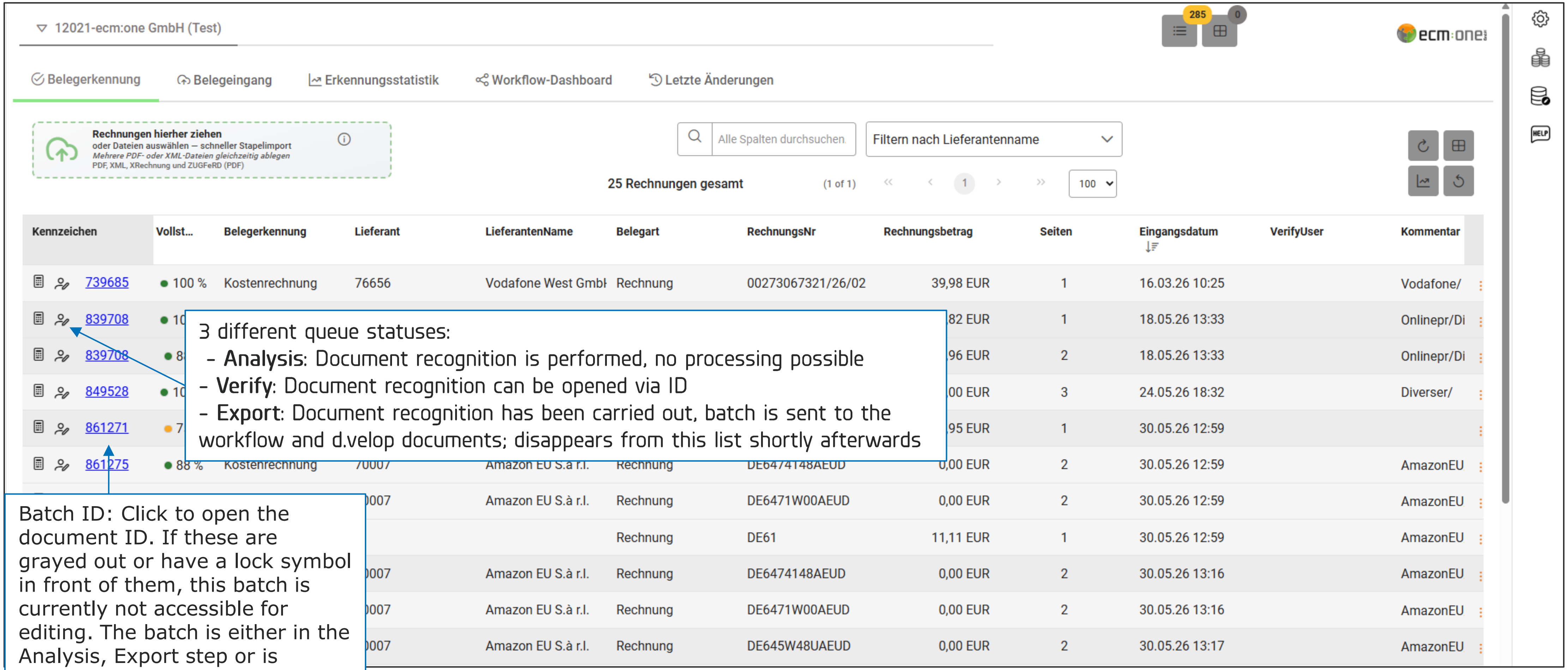
ecm:one Xtractor

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.



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.

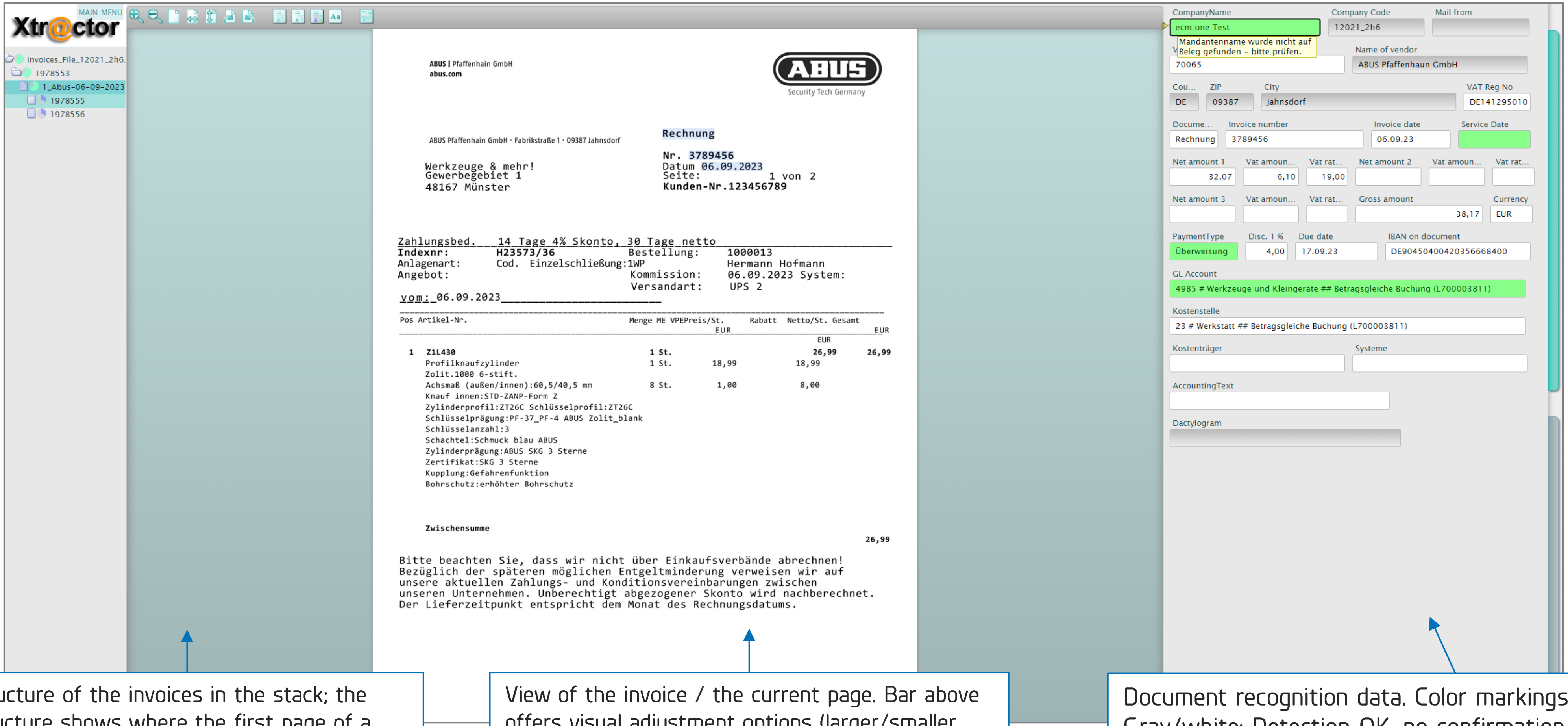


3 different queue statuses:
- **Analysis**: Document recognition is performed, no processing possible
- **Verify**: Document recognition can be opened via ID
- **Export**: Document recognition has been carried out, batch is sent to the workflow and d.velop documents; disappears from this list shortly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

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.

Webverify

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

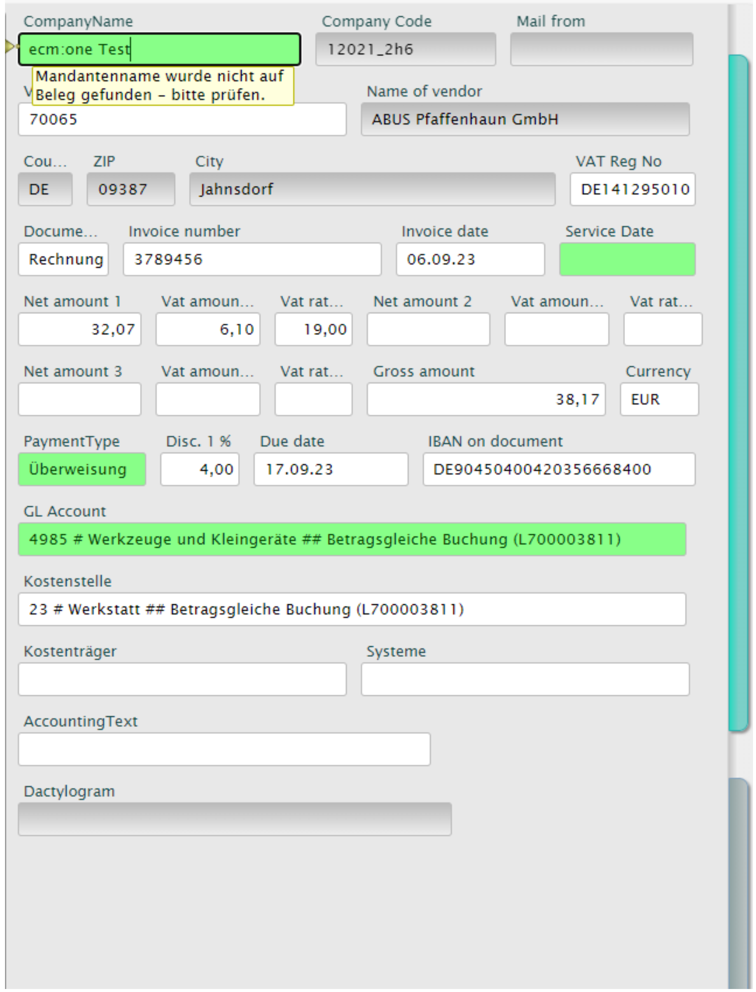


Structure of the invoices in the stack; the structure shows where the first page of a new invoice starts. The icons at the top of the stack show the status.

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



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

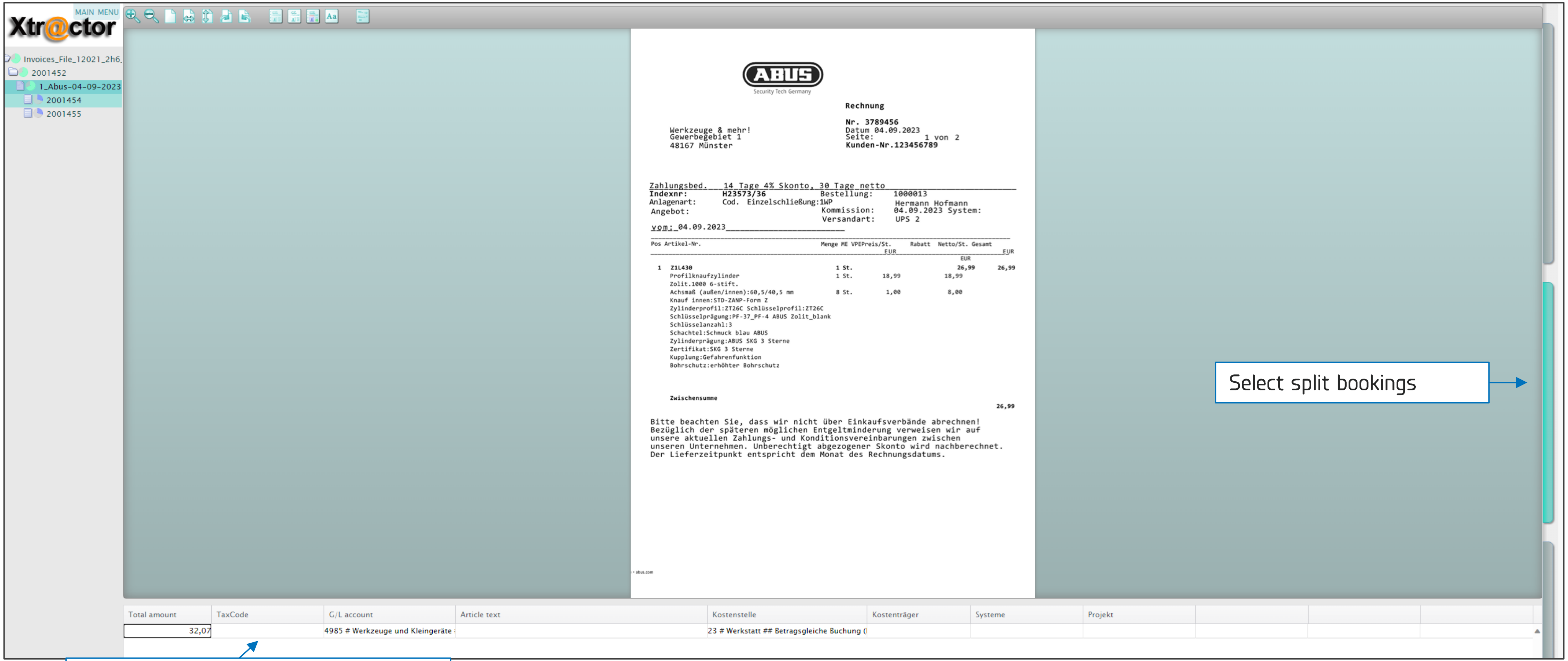
Supplier information: Access to the client-specific supplier master data. Selection by entering the name or supplier no. Tip: If the error message "Not compatible with company code" appears, the selected supplier does not exist in the client master data!

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



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: CTRL + 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

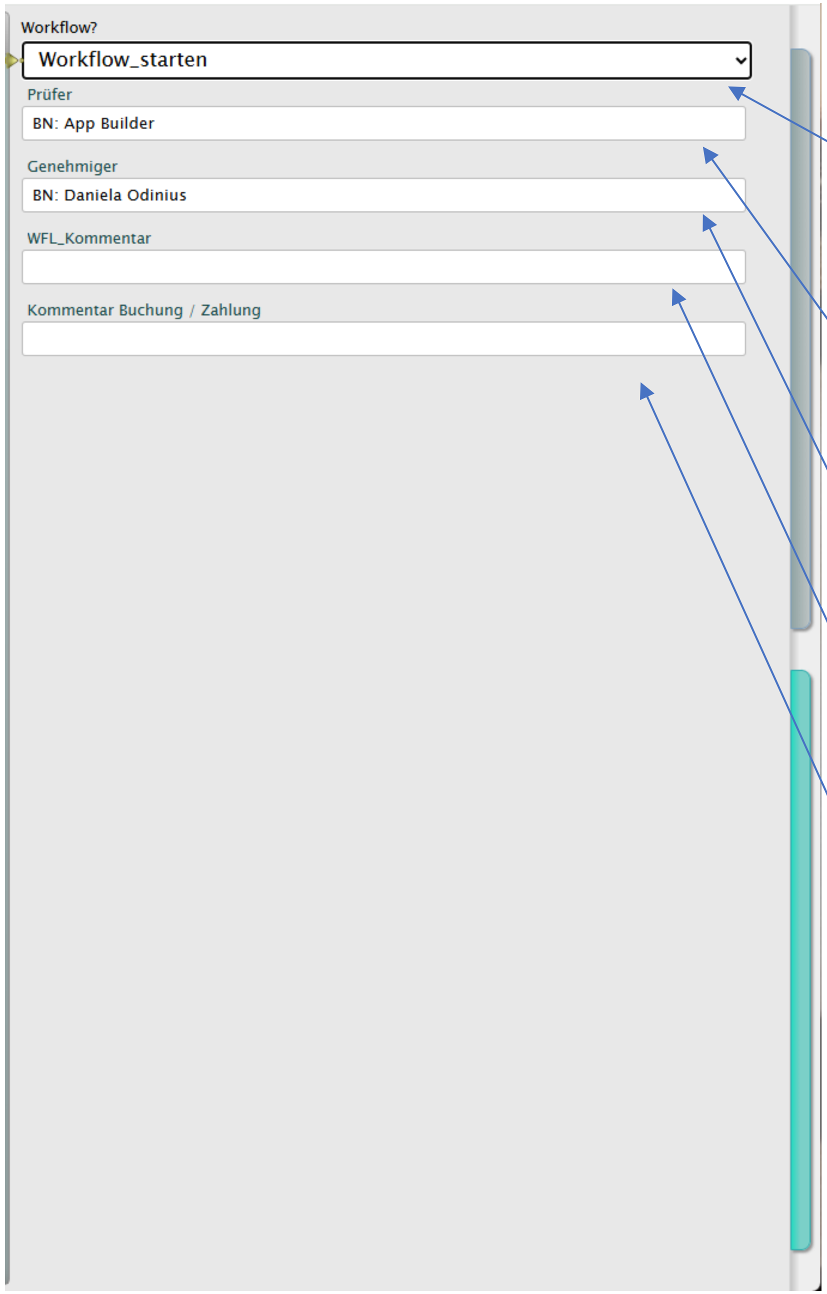
Webverify

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 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.



Workflow: Select the desired action – start the workflow, generate posting data, or simply file the document:

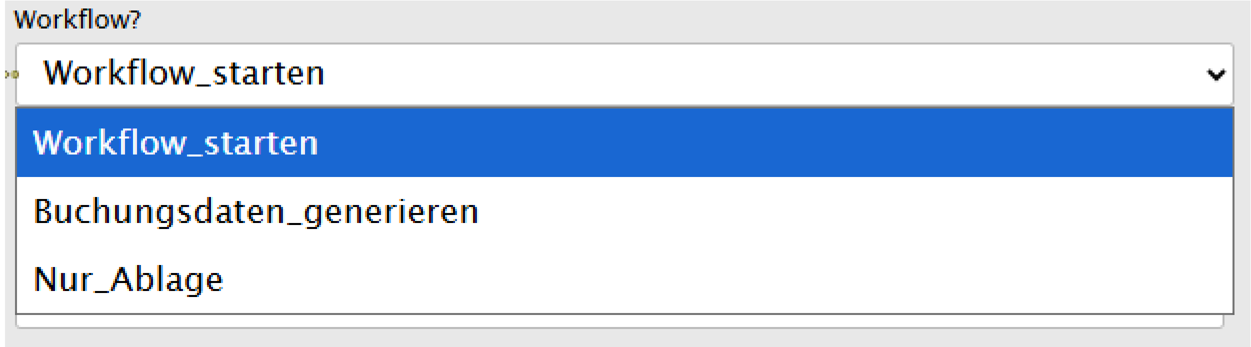
Reviewer: The person responsible for the factual check of the invoice:

Approver: The person who gives the final approval for the invoice.

Workflow Comment: Optional comment for the workflow process.

Booking/Payment Comment: Optional comment regarding the booking or payment of the invoice.

Webverify



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

Webverify

Keyboard Shortcuts in 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.

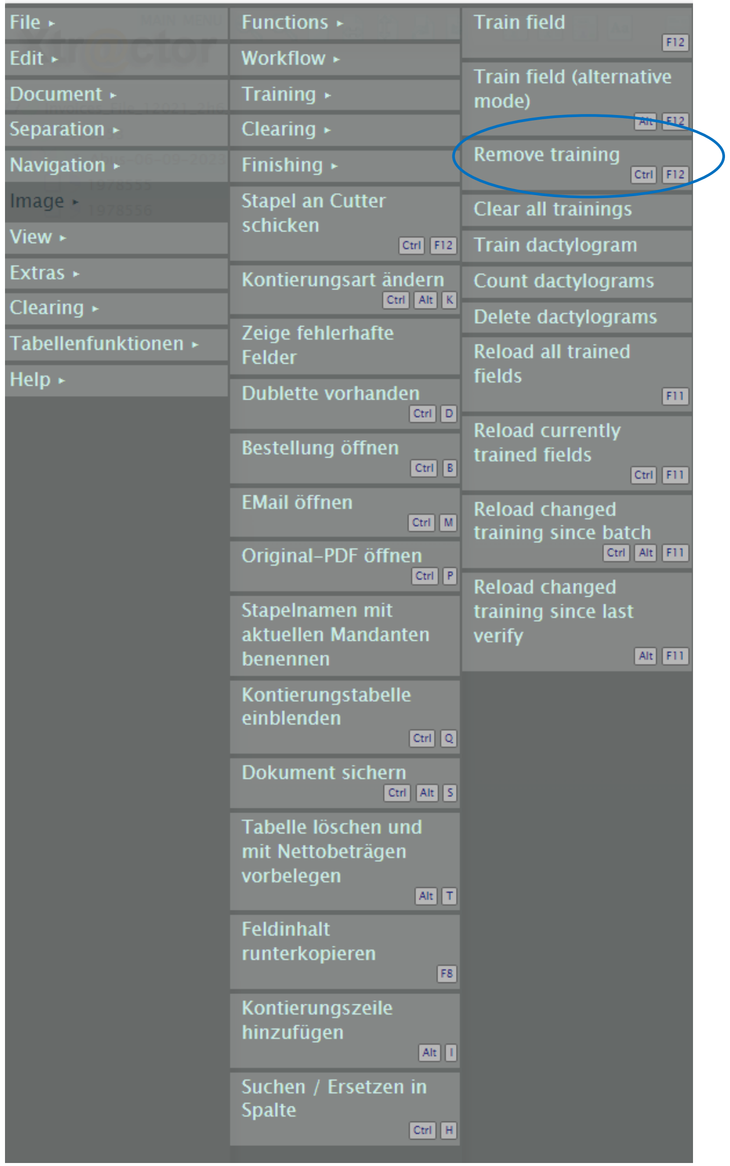
1. Draw the box around the corresponding field on the document: Shift + press the left mouse pointer
2. Content is transferred to field
3. Press F12 → Dialogue about successful training opens
4. Close dialog window

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.

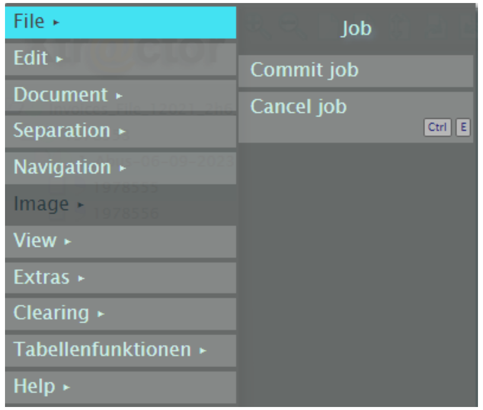
1. Open main menu in the upper left corner
2. Opening the menu structure: Extras → Training →
3. Here you can now delete the field training as well as the dactylogram
4. Renewed implementation of the trainings is now possible

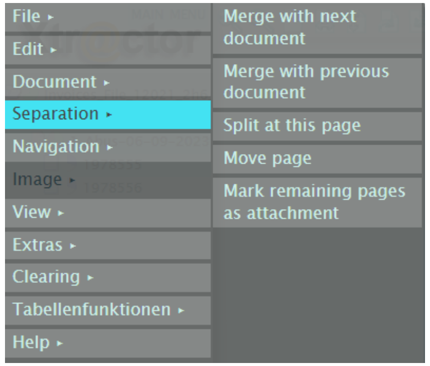


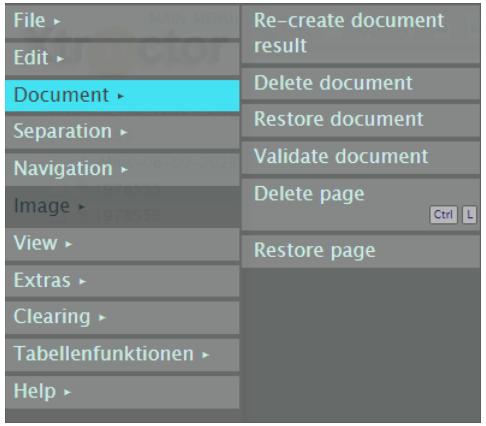
Tip:
Vendor master data is automatically maintained when an invoice is processed for the first time. If information such as the VAT number or IBAN is missing, it is automatically entered in the master data after the
automatically entered in the master data after initial selection.
The advantage: The master data improves, and the recognition becomes better from invoice to invoice!

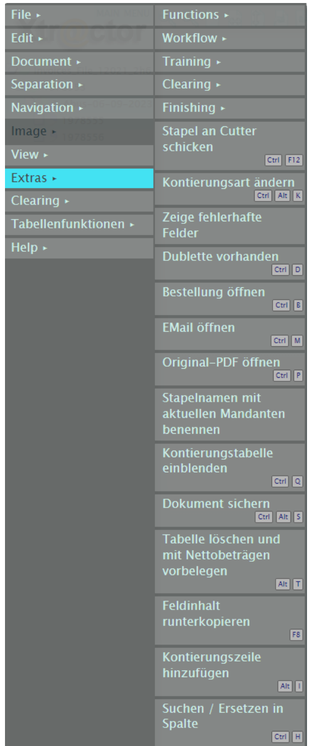
Webverify

Editing options via the Verify menu









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

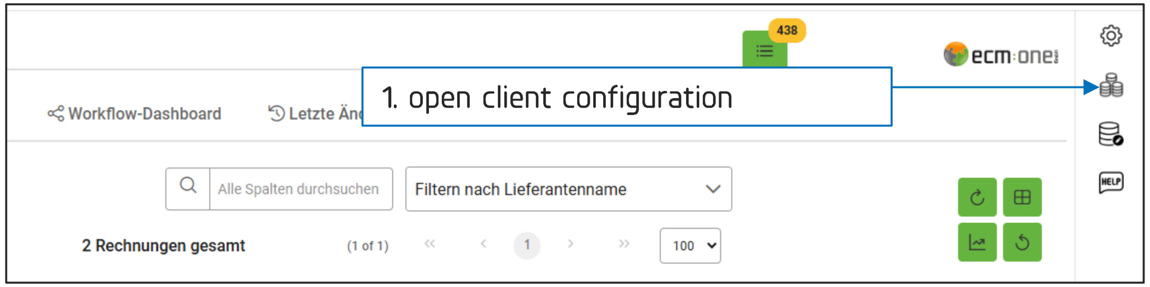
1. file: The job can be sent to any location and canceled.
2. edit: Insert/delete table rows in the split booking.
3. document: Documents or individual pages can be deleted and restored.
4. split: This can be used to merge or split documents (if documents were combined in the scan)
5. navigation: takes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

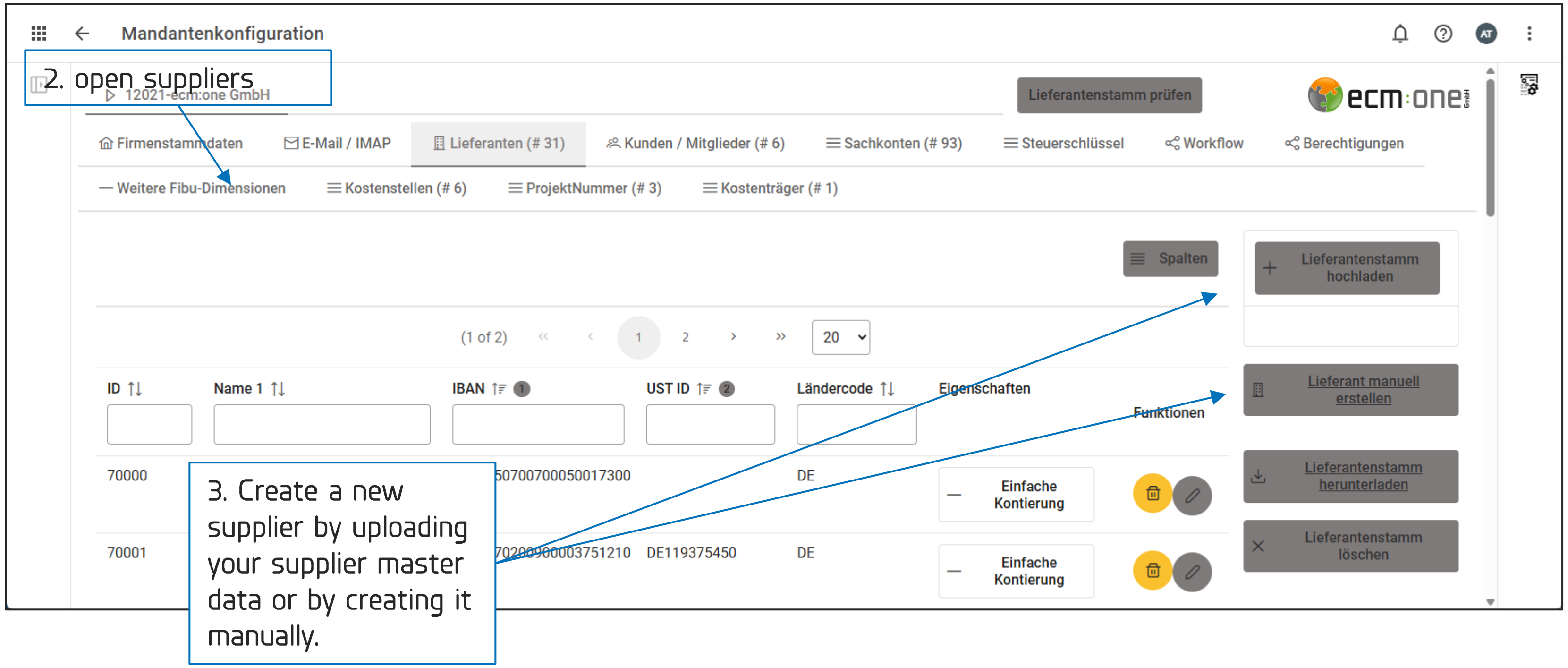
Webverify

Use case: New supplier is created during document recognition.



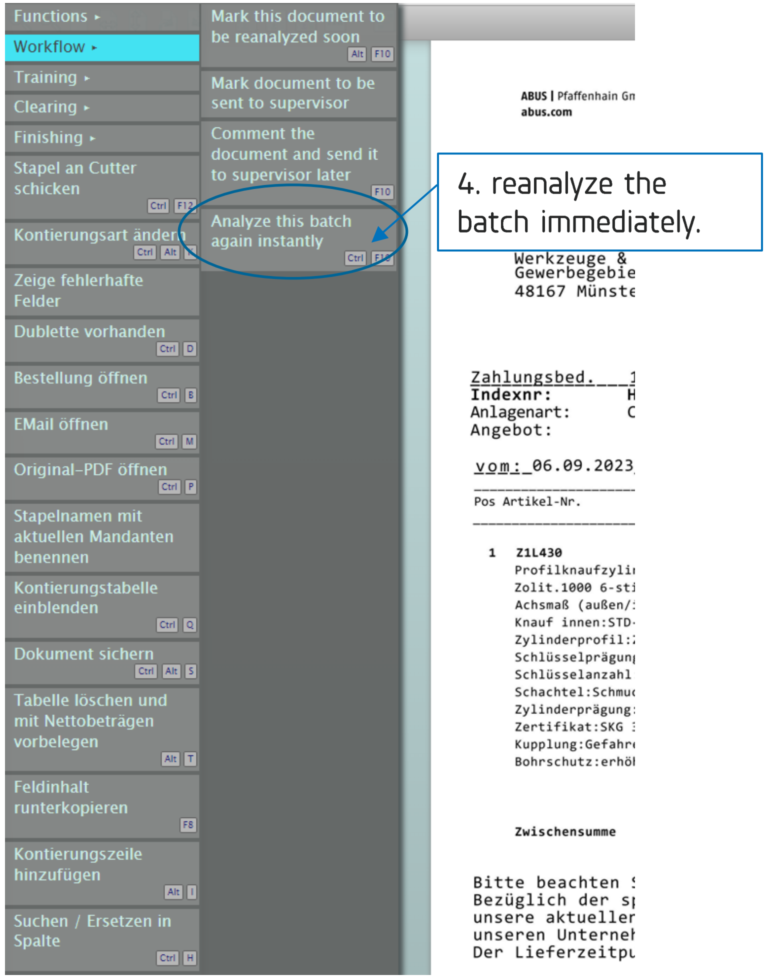
If the master data is improved during batch processing or a new supplier is created, it must be sent back to the "Analysis" step so that the new master data can be used for recognition.

To do this, proceed as follows:
1. open and adjust the master data in the Client configuration menu → Suppliers → Add supplier



Webverify

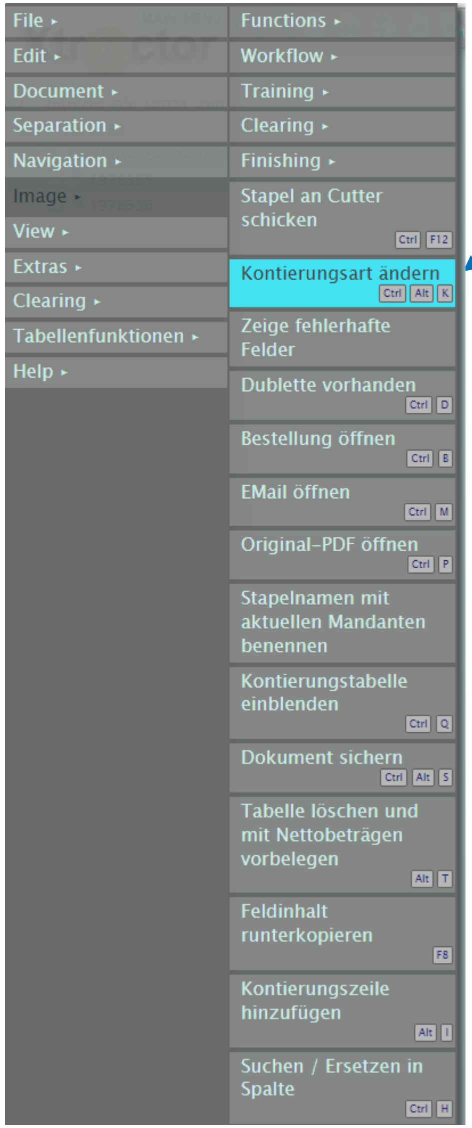
Use case: New supplier is created during document recognition.



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

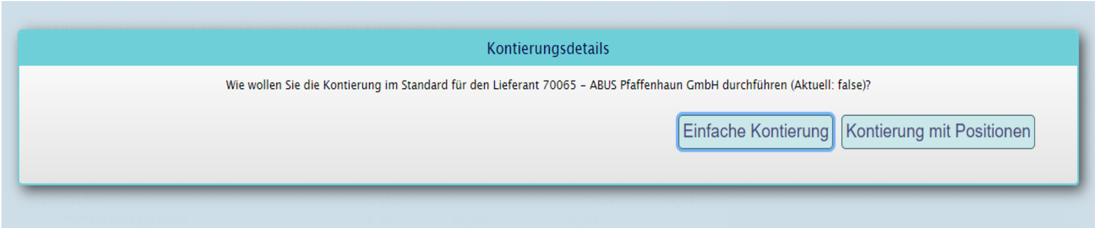
Use case: Adjust account assignment type during document recognition



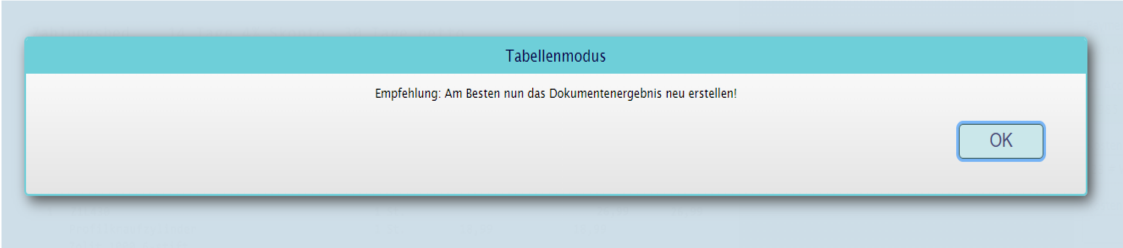
1. change account assignment type.

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



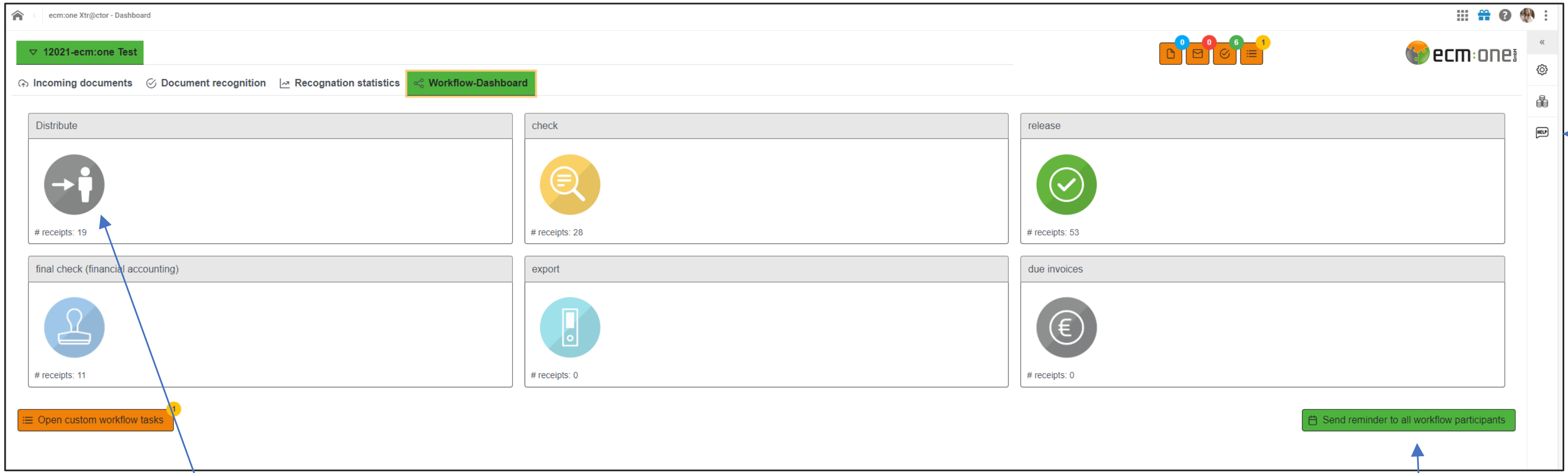
Rebuild document result.



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.



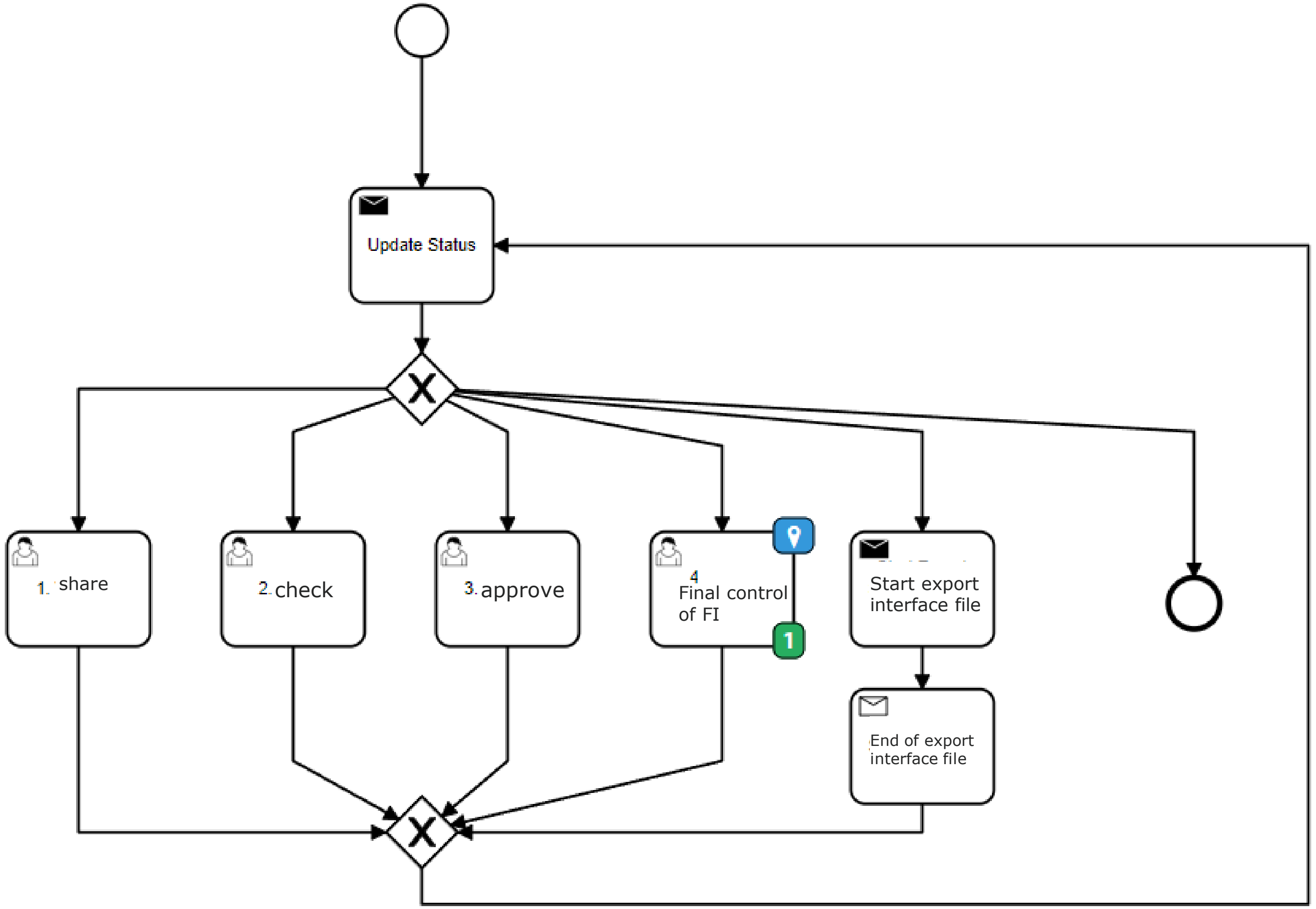
If you have any questions, the help page will help you quickly. A complete operating manual can be downloaded under "Click instructions".

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.

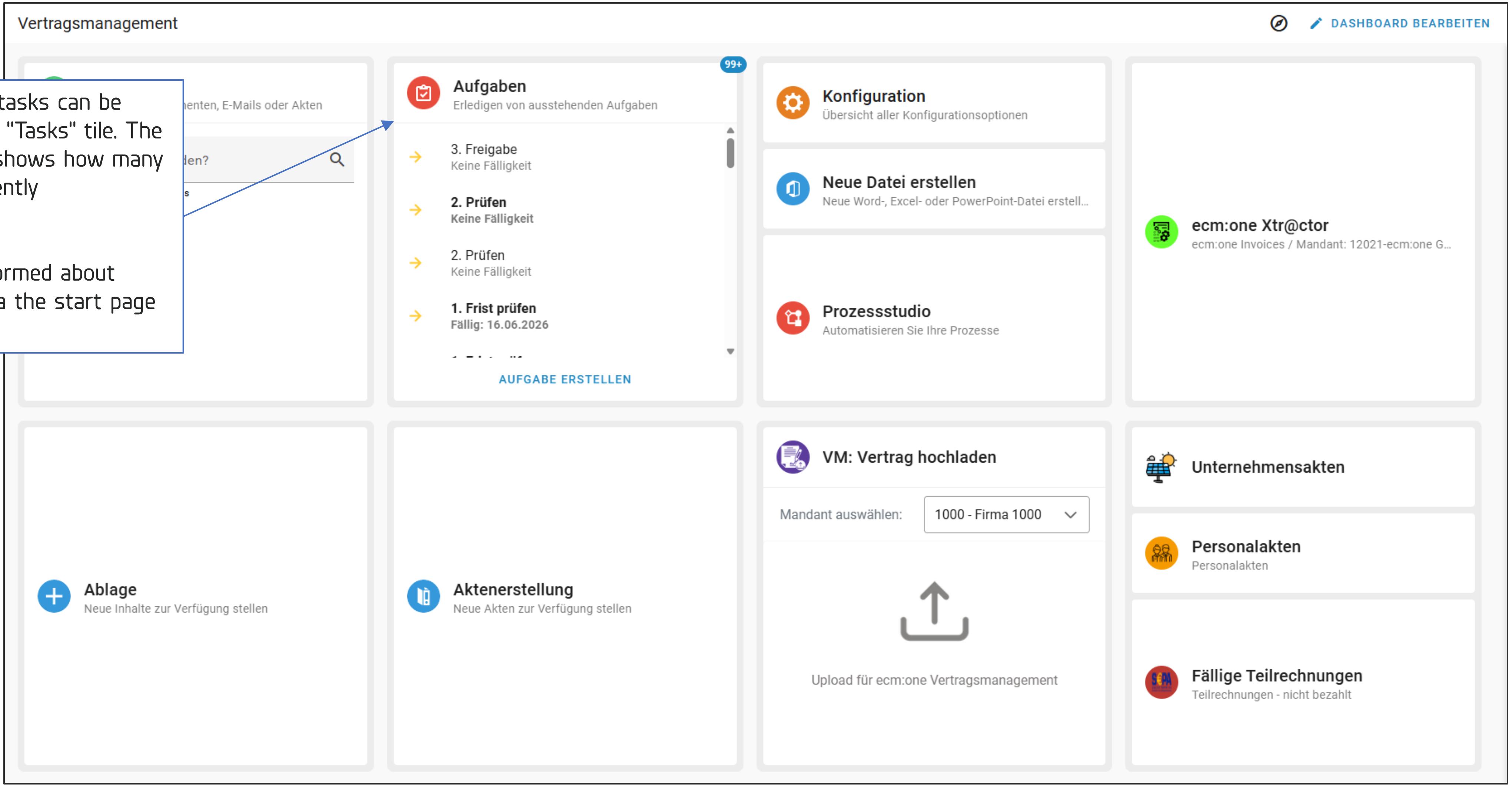


Processing workflow tasks

Open the task.

The workflow tasks can be opened via the "Tasks" tile. The small number shows how many tasks are currently unprocessed.

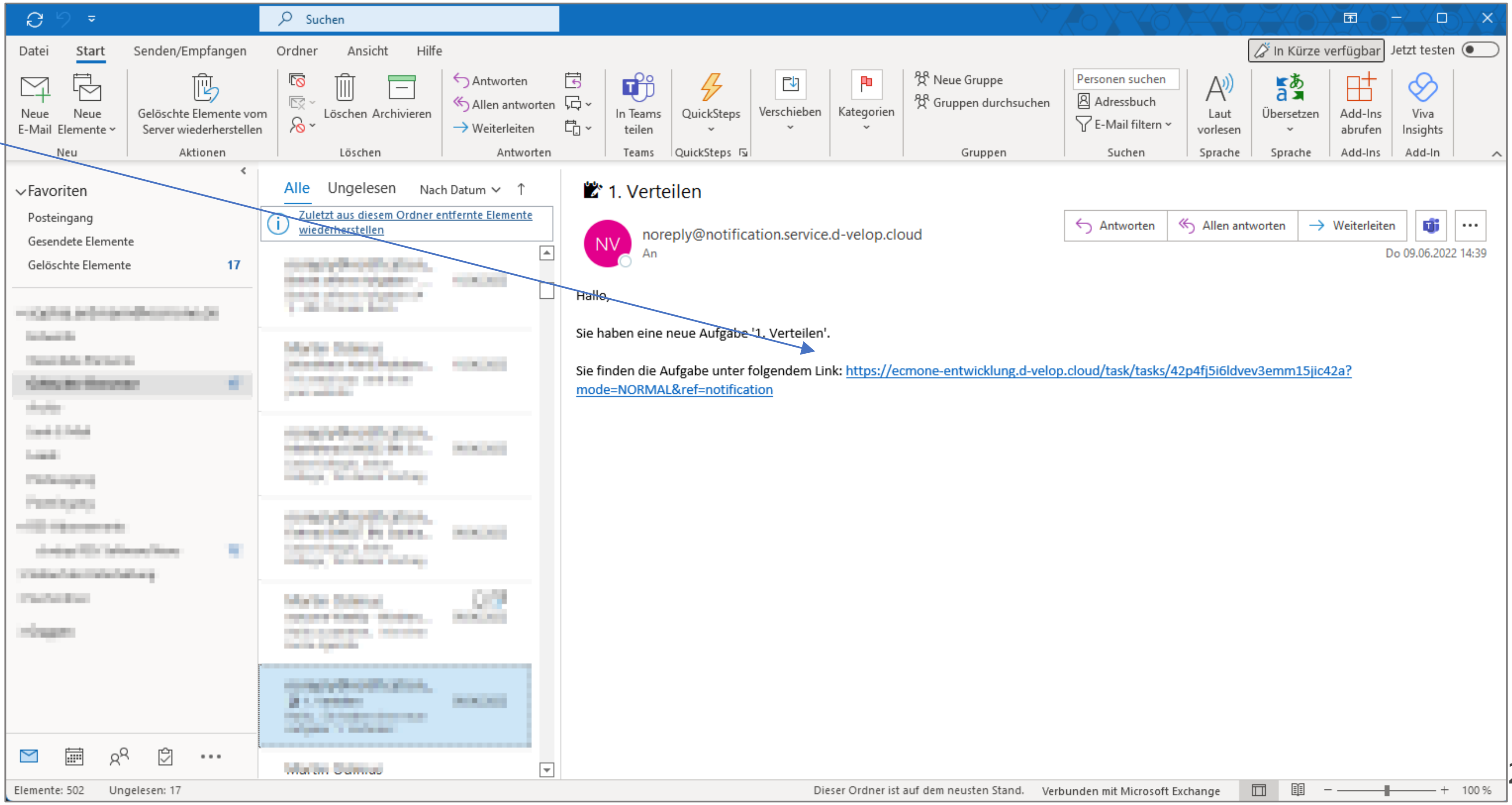
You will be informed about tasks either via the start page or via mail.



Notification mail

If there is a new task, a mail with the link will be sent to the responsible user. When the task is sent to a group, all group members receive a mail. As soon as the first user of the group completes the task, it disappears from the other members. Attempting to open such a task may result in an error message (task no longer exists or similar).

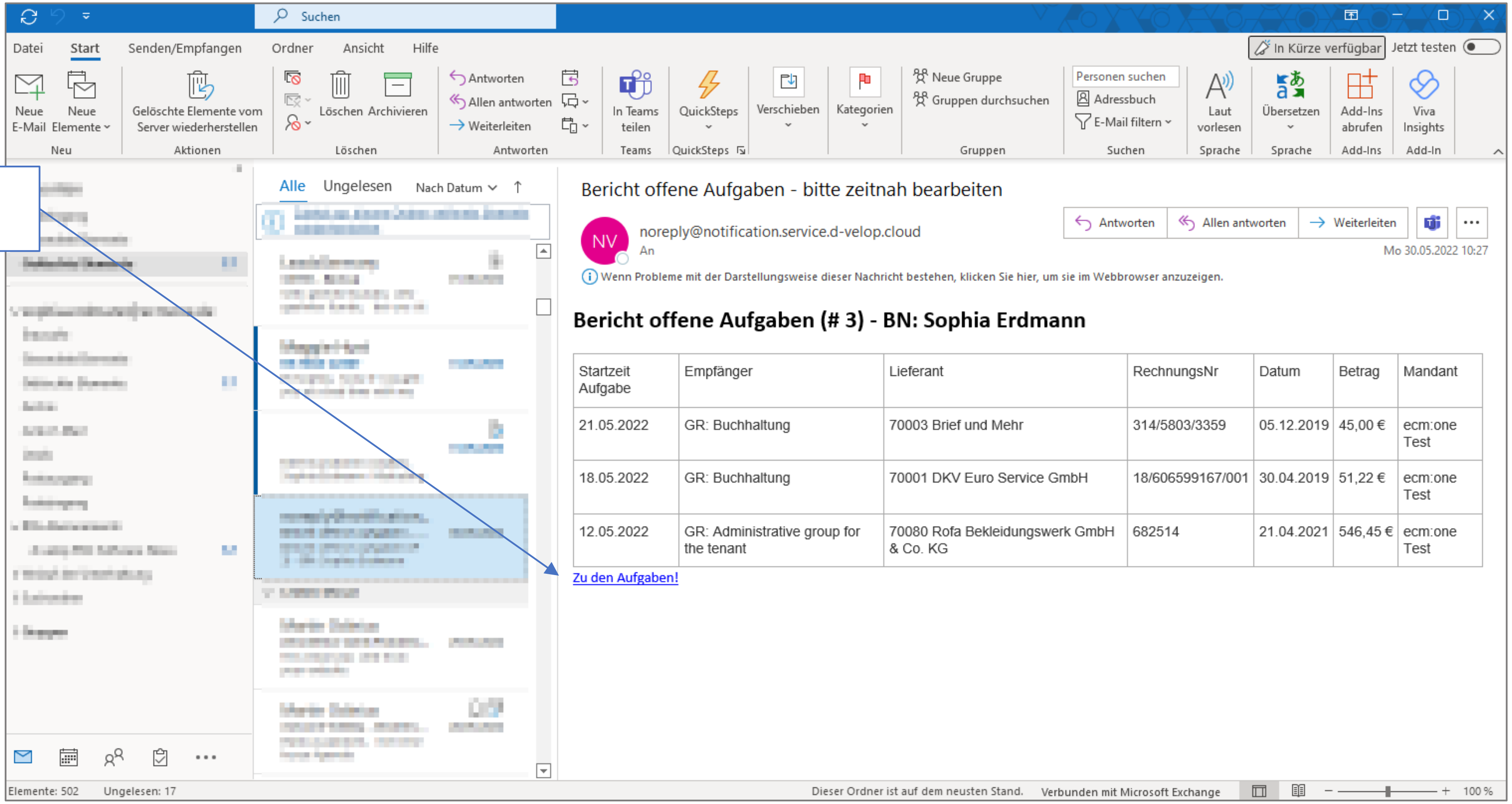
Open the task by clicking on the link in the mail



Notification mail

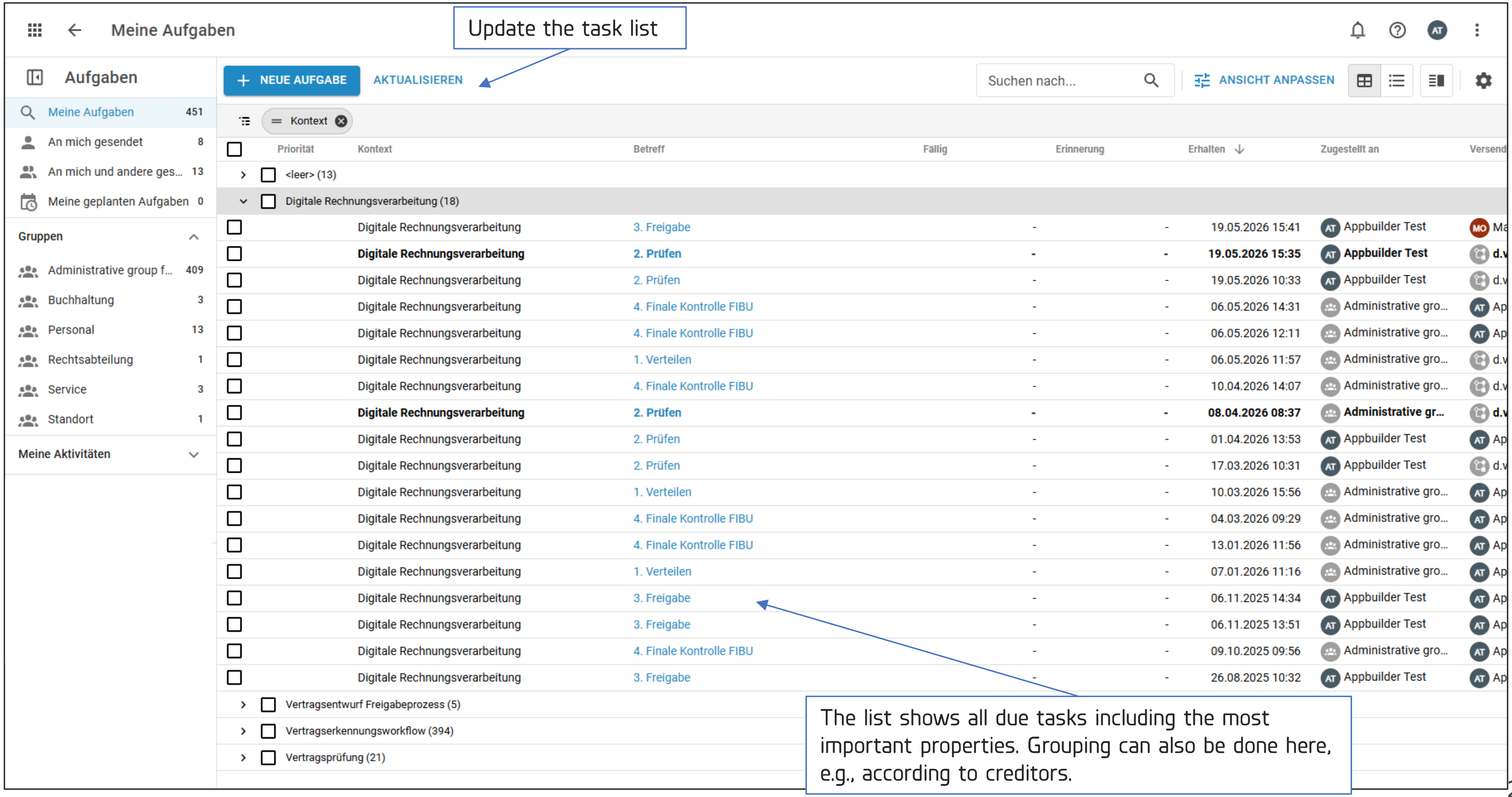
If an automated reminder email is turned on, all users will receive a list of all open tasks at defined days and times:

Open the task by clicking on the link.



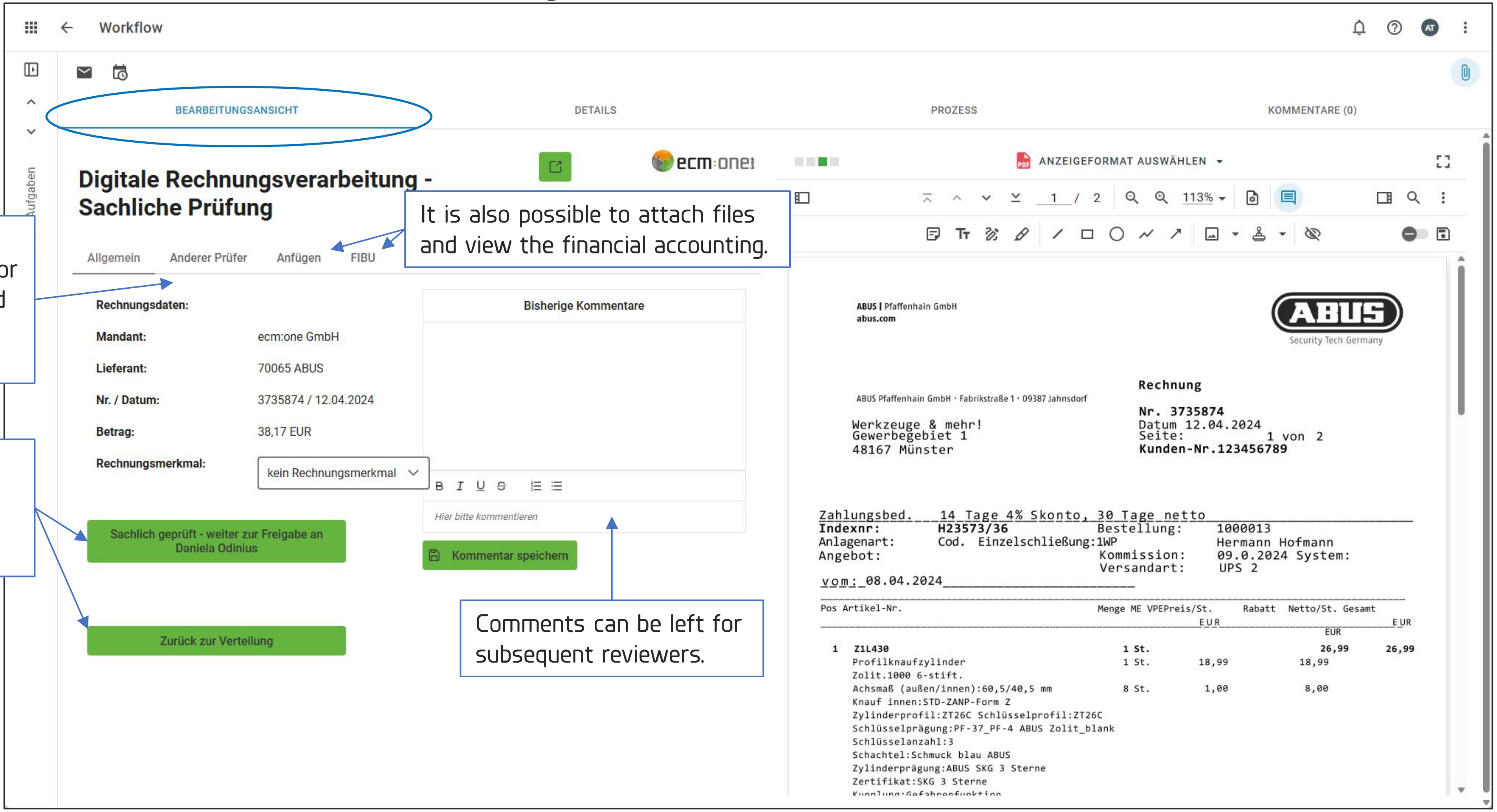
Tasks

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



Tasks – Factual Check

After opening a specific task, it can be edited in the factual check. In the general view, you can see the invoice data and the PDF of the invoice on the right side.



A different reviewer can also be selected for this task. The selected reviewer will receive this task.

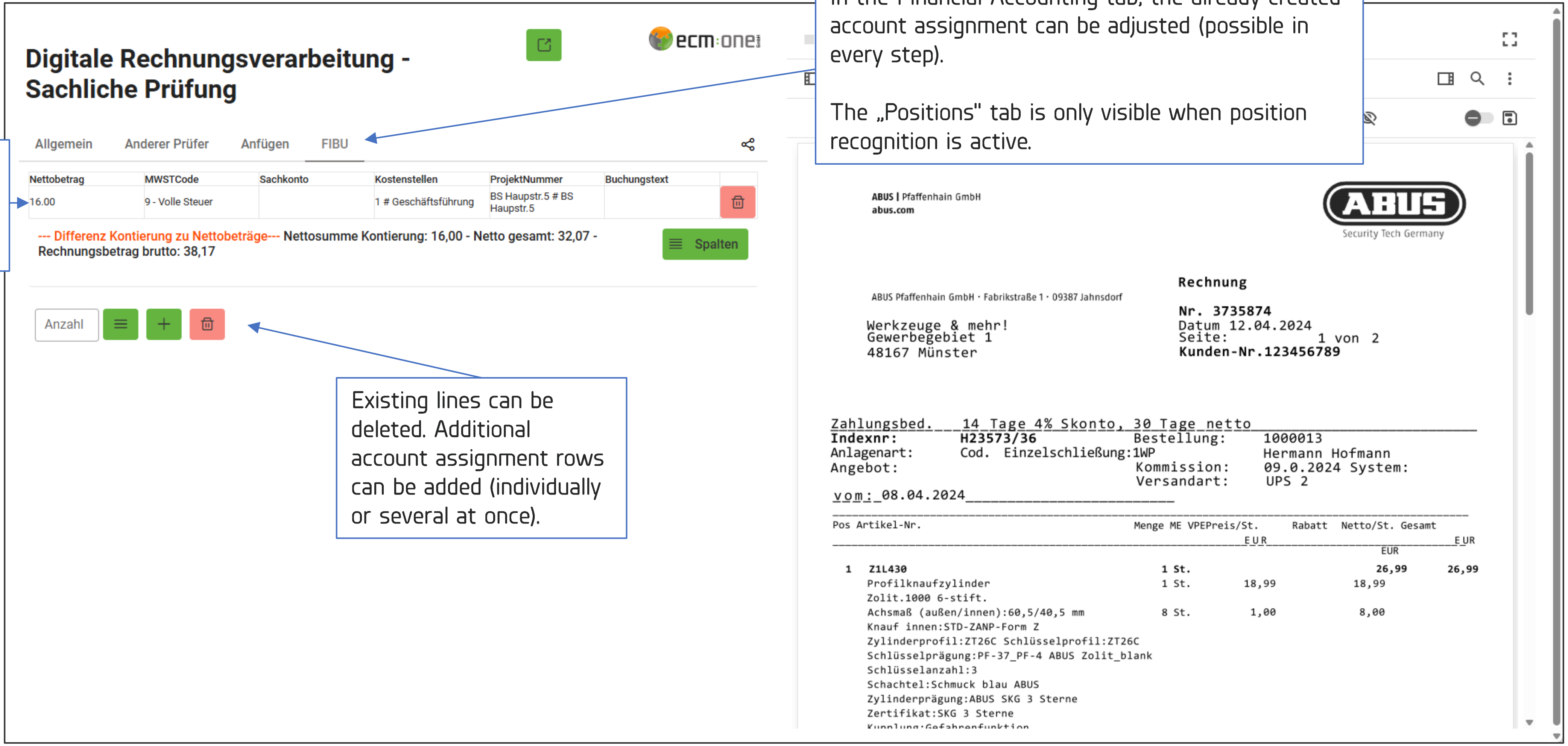
It is also possible to attach files and view the financial accounting.

In Step 2, Factual Check, the invoice can either be approved or sent back to Step 1.

Comments can be left for subsequent reviewers.

Tasks – Factual Check

In the Financial Accounting tab, the account assignment of the invoice can be viewed and adjusted.



By clicking in a field, the content can be edited.

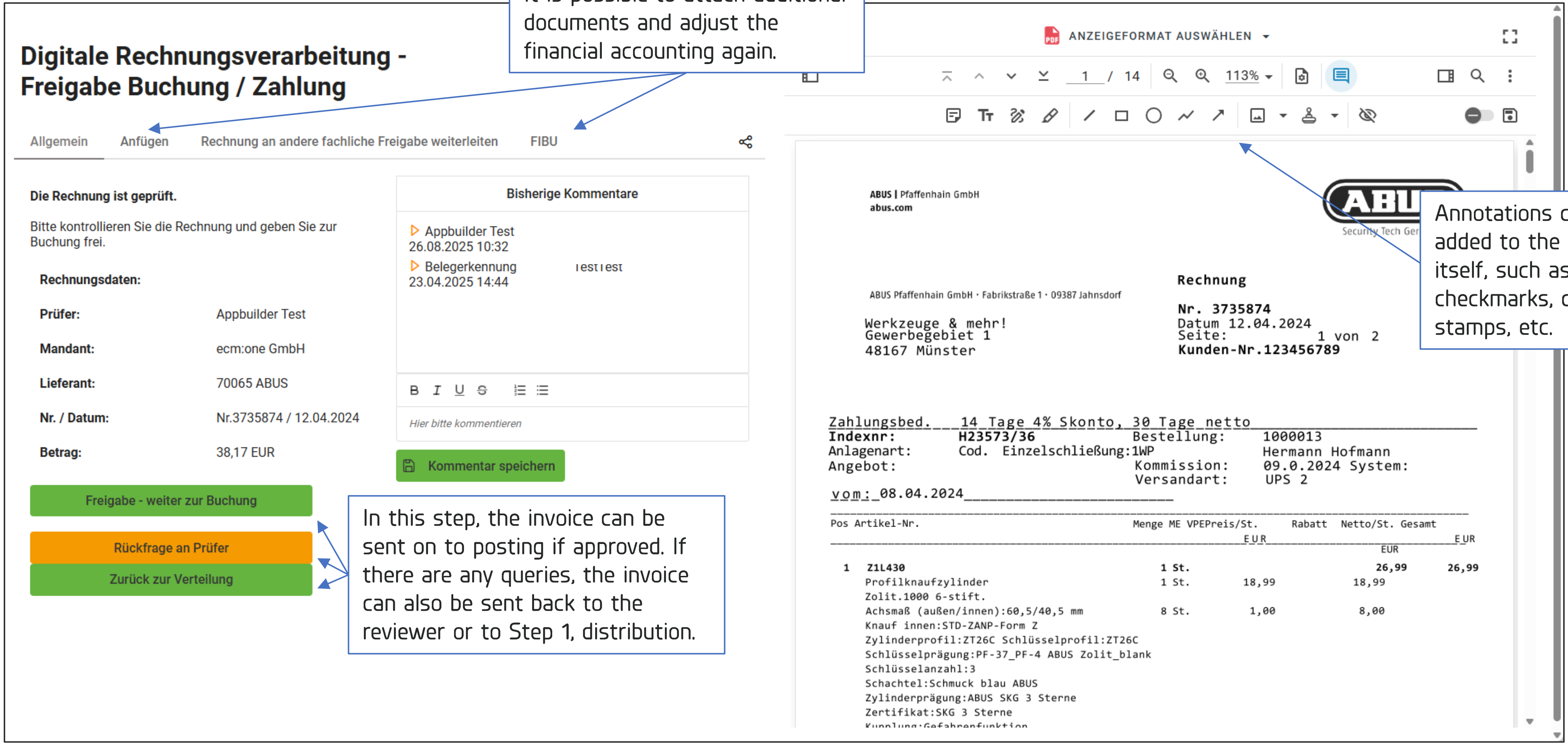
In the Financial Accounting tab, the already created account assignment can be adjusted (possible in every step).

The „Positions" tab is only visible when position recognition is active.

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

Tasks-Release

After opening a specific task, it can be edited.



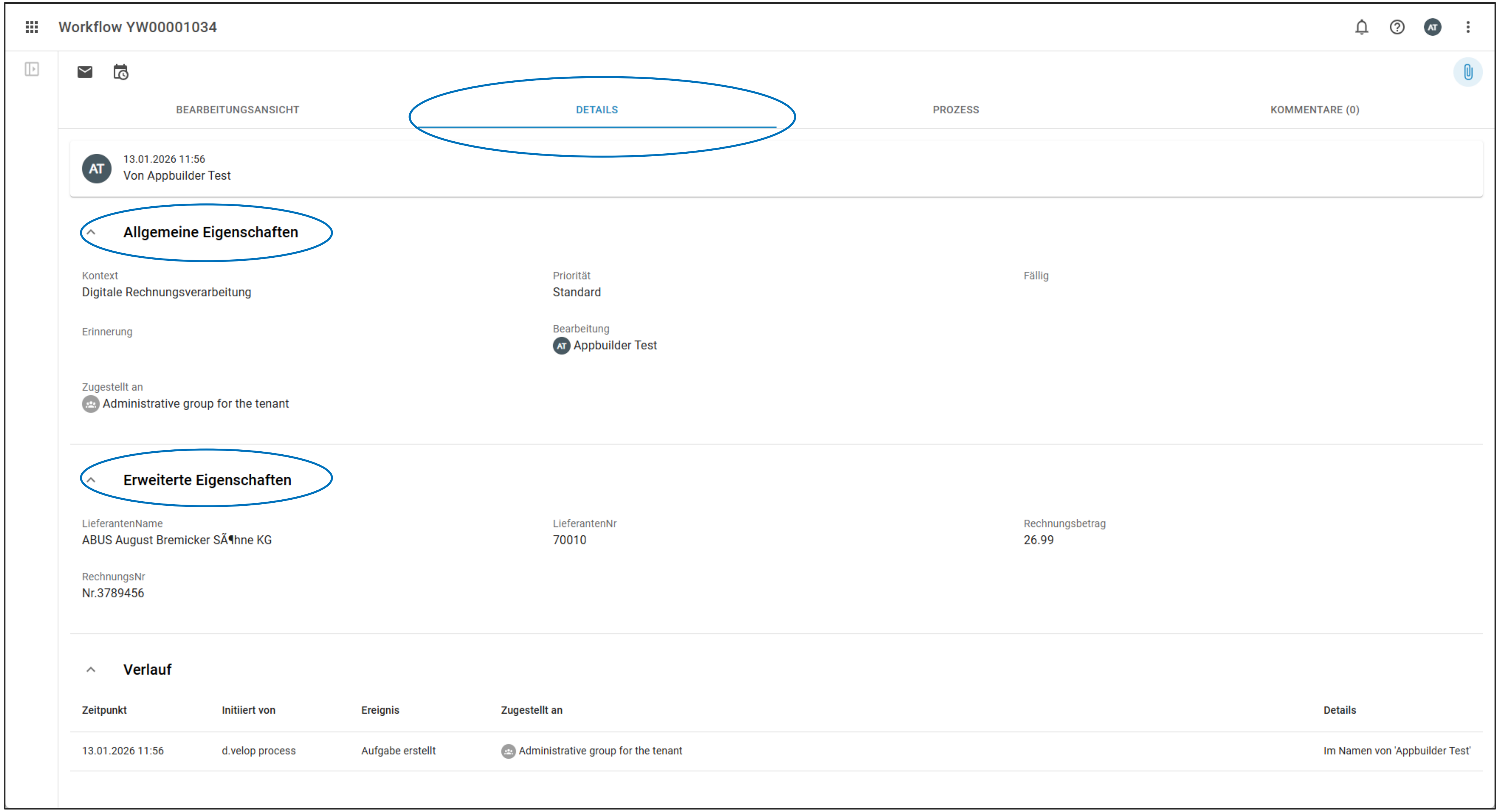
It is possible to attach additional documents and adjust the financial accounting again.

Annotations can also be added to the document itself, such as checkmarks, crosses, stamps, etc.

In this step, the invoice can be sent on to posting if approved. If there are any queries, the invoice can also be sent back to the reviewer or to Step 1, distribution.

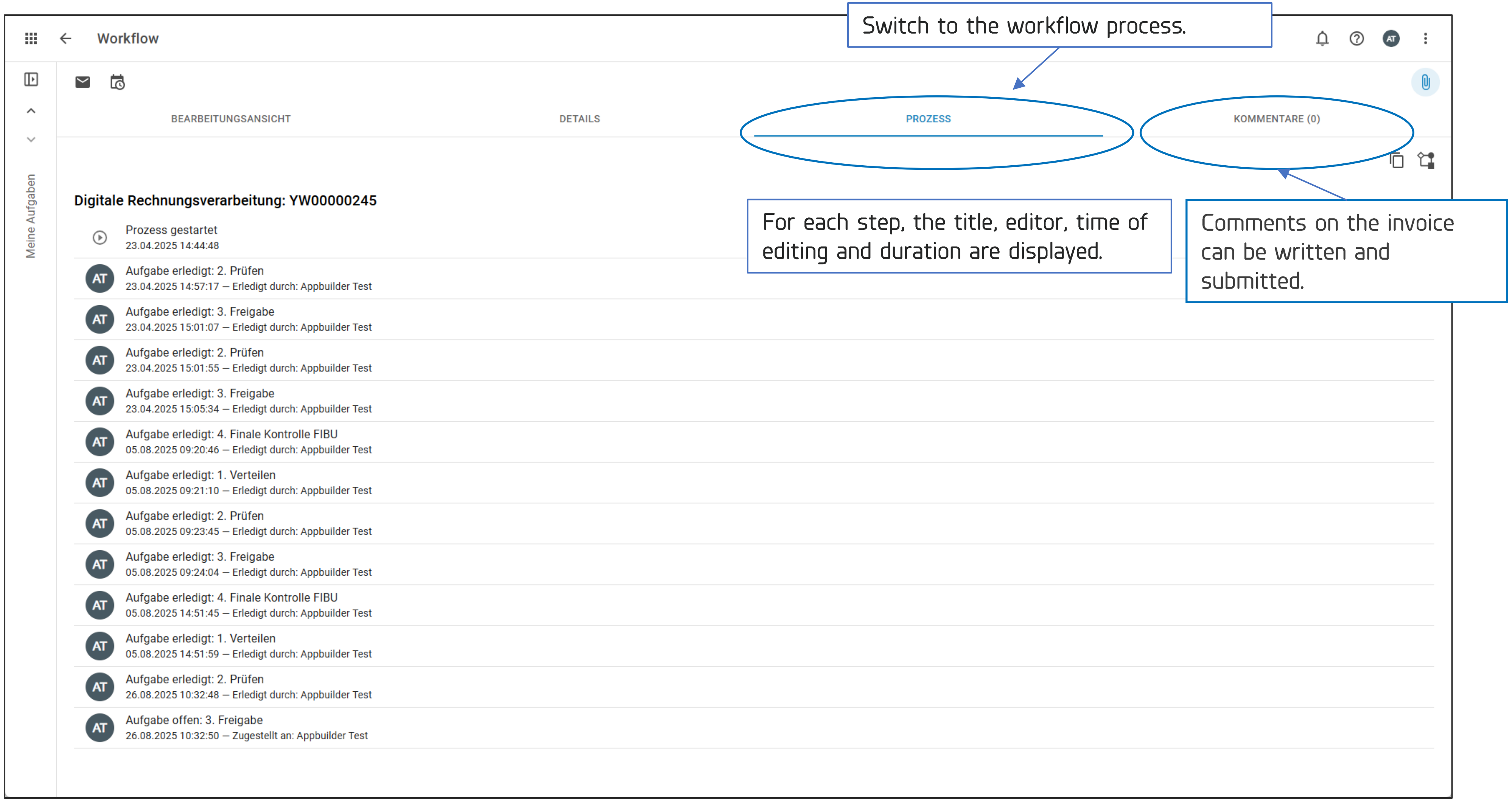
Document Details

In the details, you can view the general properties and the extended properties of the invoice.



Tip – Workflow Log

In the Process tab, the log of the workflow process opens.



Have fun with your new DMS
wishes the

ecm:one GmbH

The contents have been created according to the current planning and development status and may change at any time. In particular, time specifications refer to current planning, requirements and resource availability.