



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

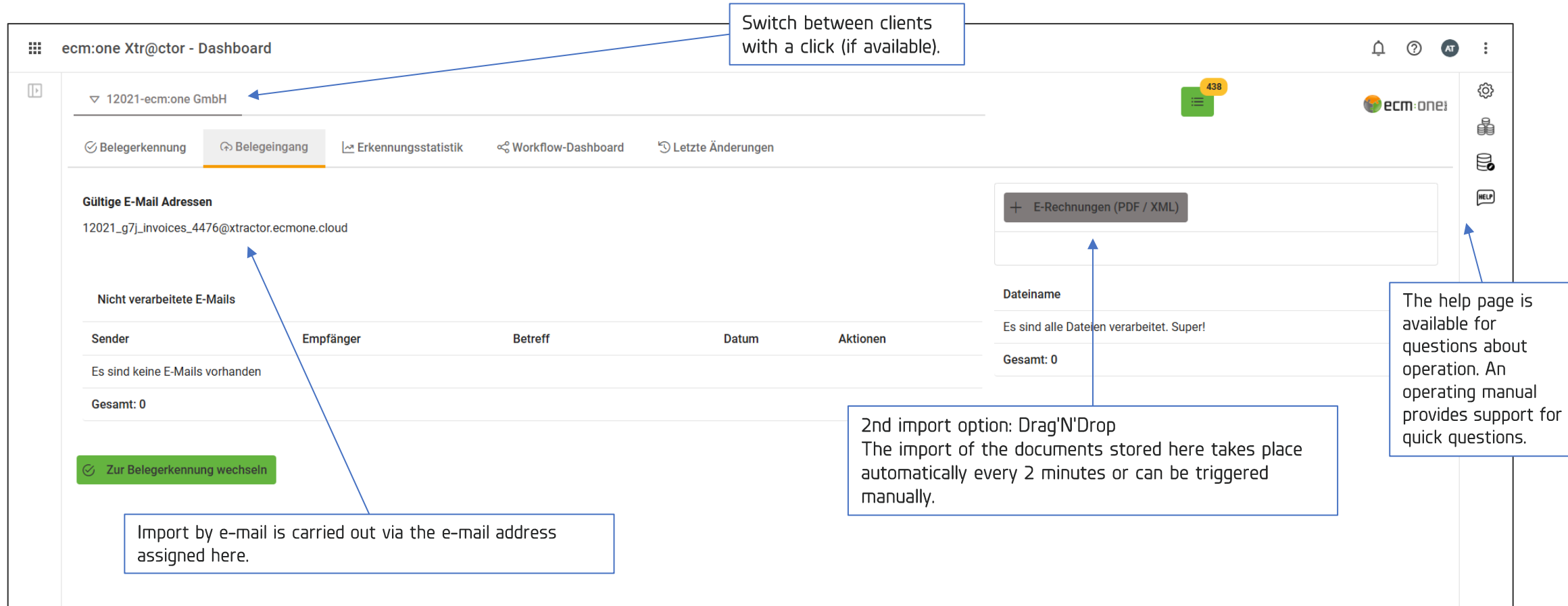


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ecm:one Xtractor

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" interface. At the top, there's a header with the title and navigation icons. Below the header, a dropdown menu shows "12021-ecm:one GmbH". A blue arrow points to this dropdown with the annotation: "Switch between clients with a click (if available).".

Below the client selection, there's a row of tabs: "Belegerkennung", "Belegeingang" (highlighted), "Erkennungsstatistik", "Workflow-Dashboard", and "Letzte Änderungen".

The main content area is divided into two sections. On the left, under "Gültige E-Mail Adressen", there's a list of email addresses, including "12021_g7j_invoices_4476@xtractor.ecmone.cloud". Below this, under "Nicht verarbeitete E-Mails", there's a table with columns: "Sender", "Empfänger", "Betreff", "Datum", and "Aktionen". The table shows "Es sind keine E-Mails vorhanden" and "Gesamt: 0". A green button "Zur Belegerkennung wechseln" is at the bottom left. A blue arrow points to the email address with the annotation: "Import by e-mail is carried out via the e-mail address assigned here."

On the right, there's a section for "E-Rechnungen (PDF / XML)". It has a button "+ E-Rechnungen (PDF / XML)". Below this, there's a table with columns "Dateiname" and "Gesamt: 0". The table shows "Es sind alle Dateien verarbeitet. Super!". A blue arrow points to the table with the annotation: "2nd import option: Drag'N'Drop The import of the documents stored here takes place automatically every 2 minutes or can be triggered manually."

At the bottom right, there's a "HELP" button. A blue arrow points to it with the annotation: "The help page is available for questions about operation. An operating manual provides support for quick questions."

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

12021-ecm:one GmbH (Test)

285

0

Belegerkennung

Belegeingang

Erkennungsstatistik

Workflow-Dashboard

Letzte Änderungen

Rechnungen hierher ziehen

oder Dateien auswählen – schneller Stapelimport

Mehrere PDF- oder XML-Dateien gleichzeitig ablegen

PDF, XML, XRechnung und ZUGFeRD (PDF)

Alle Spalten durchsuchen

Filtern nach Lieferantenname

25 Rechnungen gesamt

(1 of 1)

<<

<

1

>

>>

100

Kennzeichen	Vollst...	Belegerkennung	Lieferant	LieferantenName	Belegart	RechnungsNr	Rechnungsbetrag	Seiten	Eingangsdatum	VerifyUser	Kommentar
739685	100 %	Kostenrechnung	76656	Vodafone West GmbH	Rechnung	00273067321/26/02	39,98 EUR	1	16.03.26 10:25		Vodafone/
839708	100 %						82 EUR	1	18.05.26 13:33		Onlinepr/Di
839708	8 %						96 EUR	2	18.05.26 13:33		Onlinepr/Di
849528	100 %						00 EUR	3	24.05.26 18:32		Diverser/
861271	7 %						95 EUR	1	30.05.26 12:59		
861275	88 %	Kostenrechnung	70007	Amazon EU S.à r.l.	Rechnung	DE6474148AEUD	0,00 EUR	2	30.05.26 12:59		AmazonEU
			0007	Amazon EU S.à r.l.	Rechnung	DE6471W00AEUD	0,00 EUR	2	30.05.26 12:59		AmazonEU
					Rechnung	DE61	11,11 EUR	1	30.05.26 12:59		AmazonEU
			0007	Amazon EU S.à r.l.	Rechnung	DE6474148AEUD	0,00 EUR	2	30.05.26 13:16		AmazonEU
			0007	Amazon EU S.à r.l.	Rechnung	DE6471W00AEUD	0,00 EUR	2	30.05.26 13:16		AmazonEU
			0007	Amazon EU S.à r.l.	Rechnung	DE645W48UAEUD	0,00 EUR	2	30.05.26 13:17		AmazonEU

3 different queue statuses:

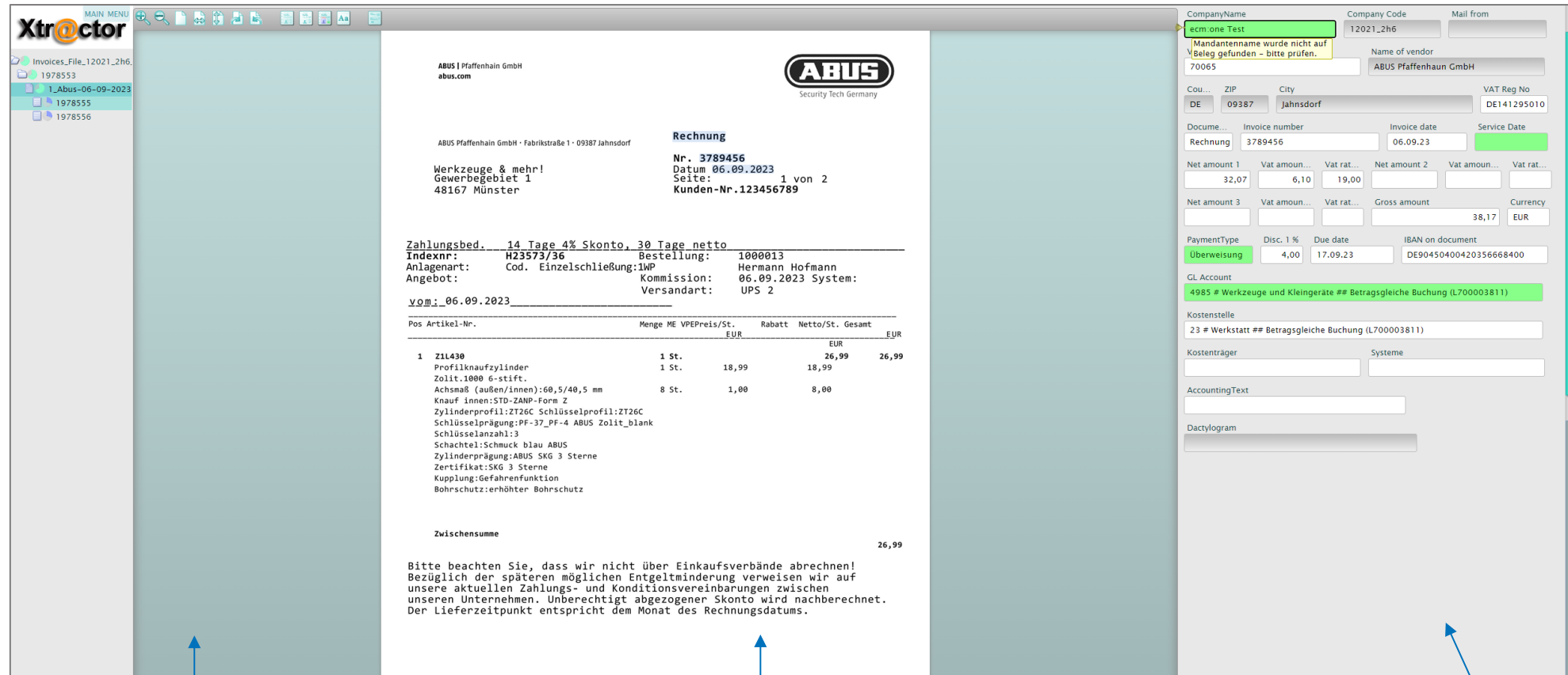
- **Analysis:** Document recognition is performed, no processing possible
- **Verify:** Document recognition can be opened via ID
- **Export:** Document recognition has been carried out, batch is sent to the workflow and d.velop documents; disappears from this list shortly afterwards

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.

5

Webverify

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



The screenshot displays the Xtractor software interface. On the left, a sidebar shows a stack of invoices with a tree structure. The main area displays a scanned invoice from ABUS Pfaffenhausen GmbH. The invoice details include the company name, address, and a list of items with their quantities and prices. The right sidebar contains a form for document recognition data, including fields for company name, code, mail from, and various amounts.

Invoice Details:

ABUS | Pfaffenhausen GmbH
abus.com

ABUS Pfaffenhausen GmbH · Fabrikstraße 1 · 09387 Jahnsdorf

Rechnung
Nr. 3789456
Datum: 06.09.2023
Seite: 1 von 2
Kunden-Nr. 123456789

Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto
Indexnr: H23573/36 Bestellung: 1000013
Anlagenart: Cod. Einzelschließung: IWP Hermann Hofmann
Angebot: Kommission: 06.09.2023 System:
Versandart: UPS 2

Table:

Pos	Artikel-Nr.	Menge	ME	VPE	Preis/St.	Rabatt	Netto/St.	Gesamt
1	Z11430	1	St.				26,99	26,99
	Profilknaufzylinder	1	St.		18,99		18,99	
	Zollt. 1000 6-stift.	8	St.		1,00		8,00	
	Achsmaß (außen/innen): 60,5/40,5 mm							
	Knauf innen: STD-ZANP-Form Z							
	Zylinderprofil: ZT26C Schlüsselprofil: ZT26C							
	Schlüsselprägung: PF-37_Pf-4 ABUS Zollt. blank							
	Schlüsselanzahl: 3							
	Schachtel: Schmuck blau ABUS							
	Zylinderprägung: ABUS SKG 3 Sterne							
	Zertifikat: SKG 3 Sterne							
	Kupplung: Gefahrenfunktion							
	Bohrschutz: erhöhter Bohrerschutz							
	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.

Recognition Data:

CompanyName: ecm:one Test
Company Code: 12021_2h6
Mail from: [empty]
Mandantenname wurde nicht auf Beleg gefunden - bitte prüfen.
Name of vendor: 70065
ABUS Pfaffenhausen GmbH
Cou...: DE
ZIP: 09387
City: Jahnsdorf
VAT Reg No: DE141295010
Docume...: Rechnung
Invoice number: 3789456
Invoice date: 06.09.23
Service Date: [empty]
Net amount 1: 32,07
Vat amount...: 6,10
Vat rat...: 19,00
Net amount 2: [empty]
Vat amount...: [empty]
Vat rat...: [empty]
Net amount 3: [empty]
Vat amount...: [empty]
Vat rat...: [empty]
Gross amount: 38,17
Currency: EUR
PaymentType: Überweisung
Disc. 1 %: 4,00
Due date: 17.09.23
IBAN on document: DE9045040042035668400
GL Account: 4985 # Werkzeuge und Kleingeräte ## Betragsgleiche Buchung (L700003811)
Kostenstelle: 23 # Werkstatt ## Betragsgleiche Buchung (L700003811)
Kostenträger: [empty]
Systeme: [empty]
AccountingText: [empty]
Dactylogram: [empty]

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: **ecm:one Test**
 Company Code: 12021_2h6
 Mail from:
 Mandantenname wurde nicht auf Beleg gefunden – bitte prüfen.
 70065
 Name of vendor: ABUS Pfaffenhaun GmbH

Cou...: DE
 ZIP: 09387
 City: Jahnsdorf
 VAT Reg No: DE141295010

Docume...: Rechnung
 Invoice number: 3789456
 Invoice date: 06.09.23
 Service Date:

Net amount 1	Vat amoun...	Vat rat...	Net amount 2	Vat amoun...	Vat rat...
32,07	6,10	19,00			

Net amount 3:
 Vat amoun...:
 Vat rat...:
 Gross amount: 38,17
 Currency: EUR

PaymentType: Überweisung
 Disc. 1 %: 4,00
 Due date: 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

The screenshot displays the Xtr@ctor software interface. On the left is a sidebar with a 'MAIN MENU' and a list of files including 'Invoices_File_12021_2h6', '2001452', '1_Abus-04-09-2023', '2001454', and '2001455'. The main area shows an ABUS invoice for 'Rechnung' (Invoice) Nr. 3789456, dated 04.09.2023. The invoice details include 'Werkzeuge & mehr!', 'Gewerbegebiet 1', '48167 Münster', and 'Kunden-Nr. 123456789'. It also lists 'Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto', 'Indexnr. H23573/36', 'Bestellung: 1000013', 'Anlagenart: Cod. Einzelschließung: 1MP', 'Angebot: Hermann Hofmann', 'Kommission: 04.09.2023 System:', and 'Versandart: UPS 2'. A table of items follows, with columns for 'Pos', 'Artikel-Nr.', 'Menge', 'ME', 'VPE/Preis/St.', 'EUR', 'Rabatt', 'Netto/St.', 'Gesamt', and 'EUR'. The items listed are 'ZIL438', 'Profilknäufzylinder', 'Zolit.1000 6-stift.', 'Achsmas (außen/innen):60,5/40,5 mm', 'Knauf Innen:STD-ZAMP-Fore 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', and 'Bohrschutz:erhöhter Bohrerschutz'. The 'Zwischensumme' is 26,99. Below the invoice, a table with 8 columns is visible: 'Total amount', 'TaxCode', 'G/L account', 'Article text', 'Kostenstelle', 'Kostenträger', 'Systeme', and 'Projekt'. The 'Total amount' column contains the value '32,07'. A blue arrow points to this cell from a text box at the bottom left.

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

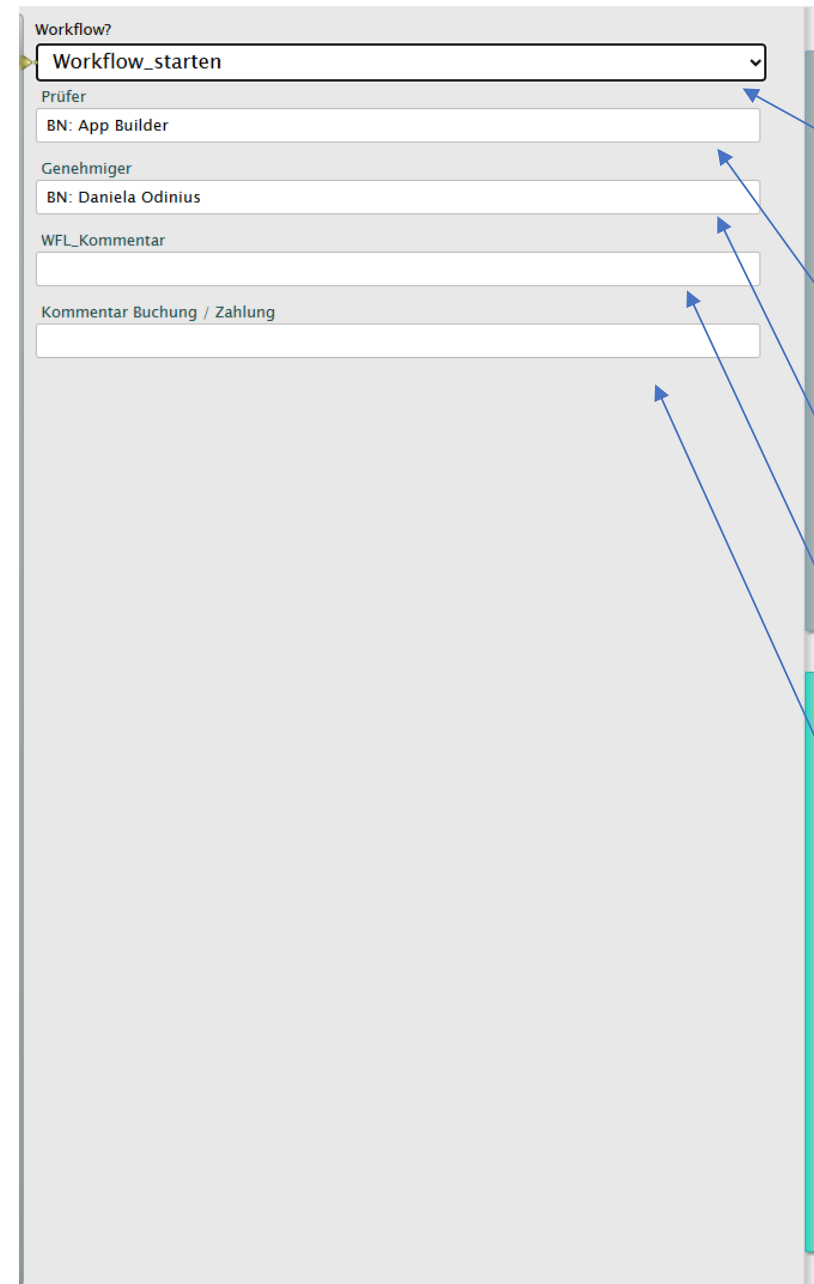
Webverify

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.



The screenshot shows a web form for workflow verification. It includes a dropdown menu for 'Workflow?' with 'Workflow_starten' selected. Below this are two input fields for 'Prüfer' (Reviewer) and 'Genehmiger' (Approver), both containing 'BN: App Builder' and 'BN: Daniela Odinius' respectively. There are also input fields for 'WFL_Kommentar' (Workflow Comment) and 'Kommentar Buchung / Zahlung' (Booking/Payment Comment). Blue arrows point from text boxes on the right to each of these fields.

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?

Workflow_starten

Workflow_starten

Buchungsdaten_generieren

Nur_Ablage

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.

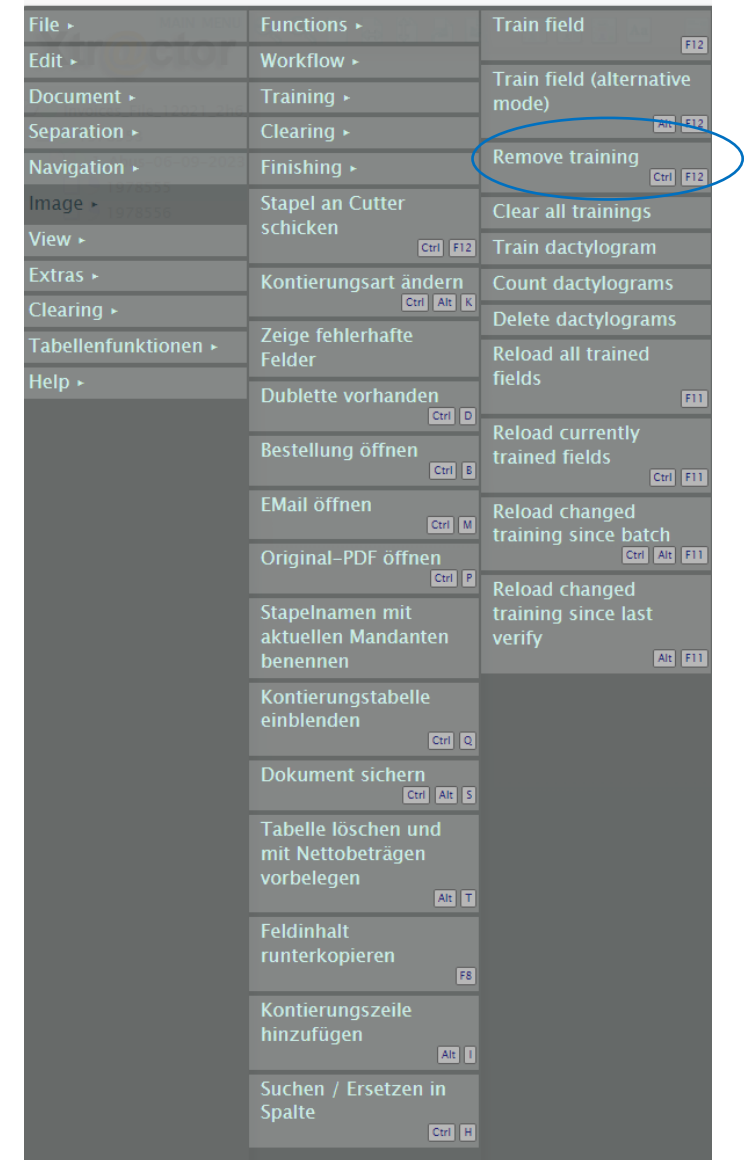
1. Open main menu in the upper left corner
2. Opening the menu structure: Extras → Training →
3. Here you can now delete the field training as well as the dactylogram
4. Renewed implementation of the trainings is now possible

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

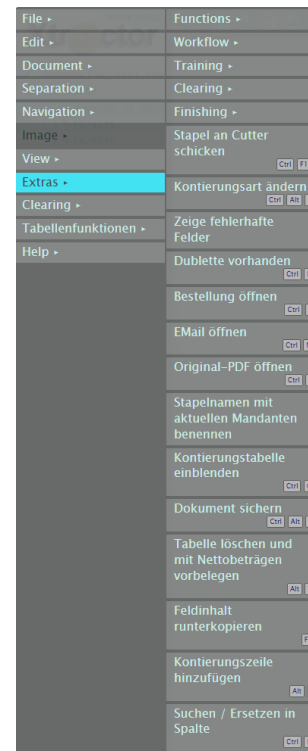
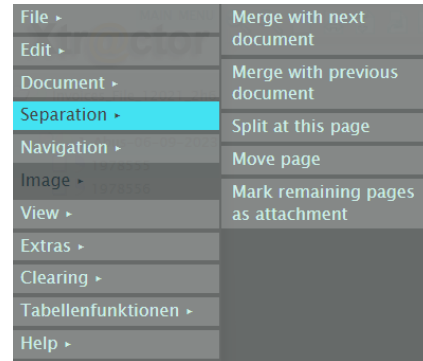
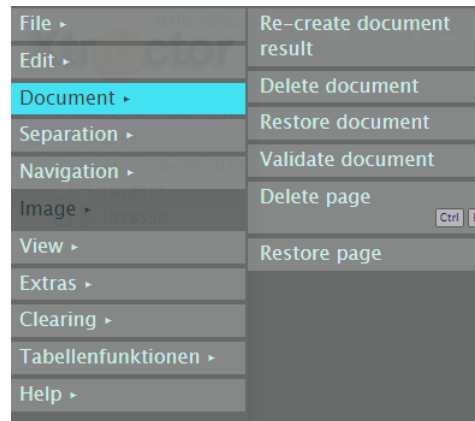
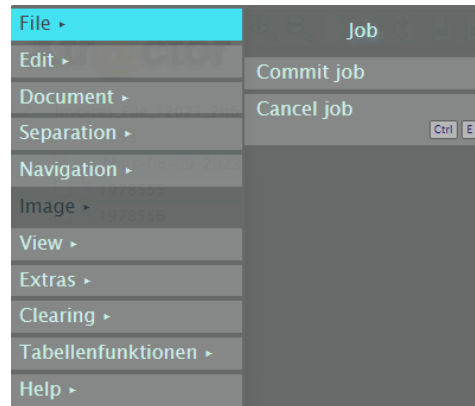
automatically entered in the master data after initial selection.

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.

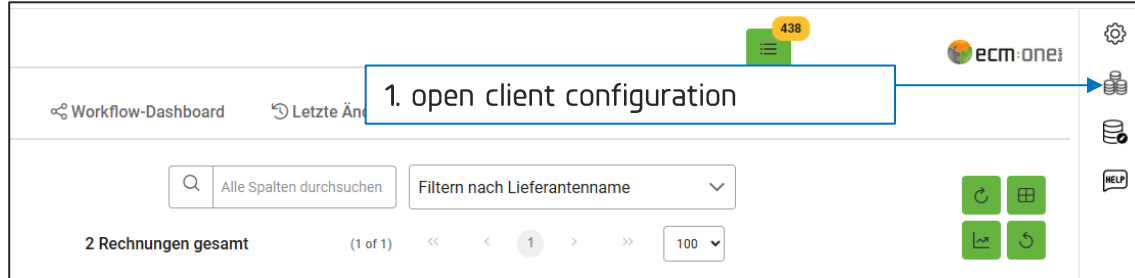
1. file: The job can be sent to any location and canceled.
2. edit: Insert/delete table rows in the split booking.
3. document: Documents or individual pages can be deleted and restored.
4. split: This can be used to merge or split documents (if documents were combined in the scan)
5. navigation: takes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

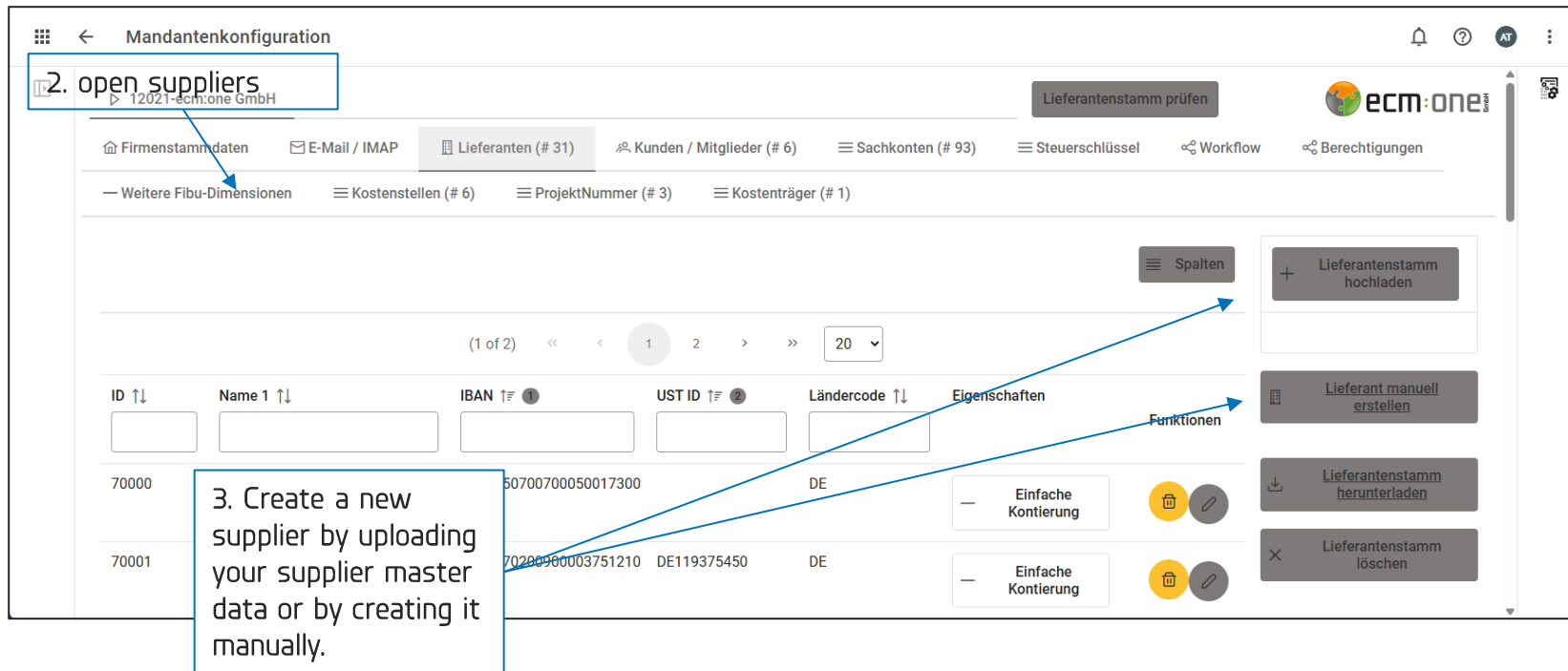
Use case: New supplier is created during document recognition.



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.

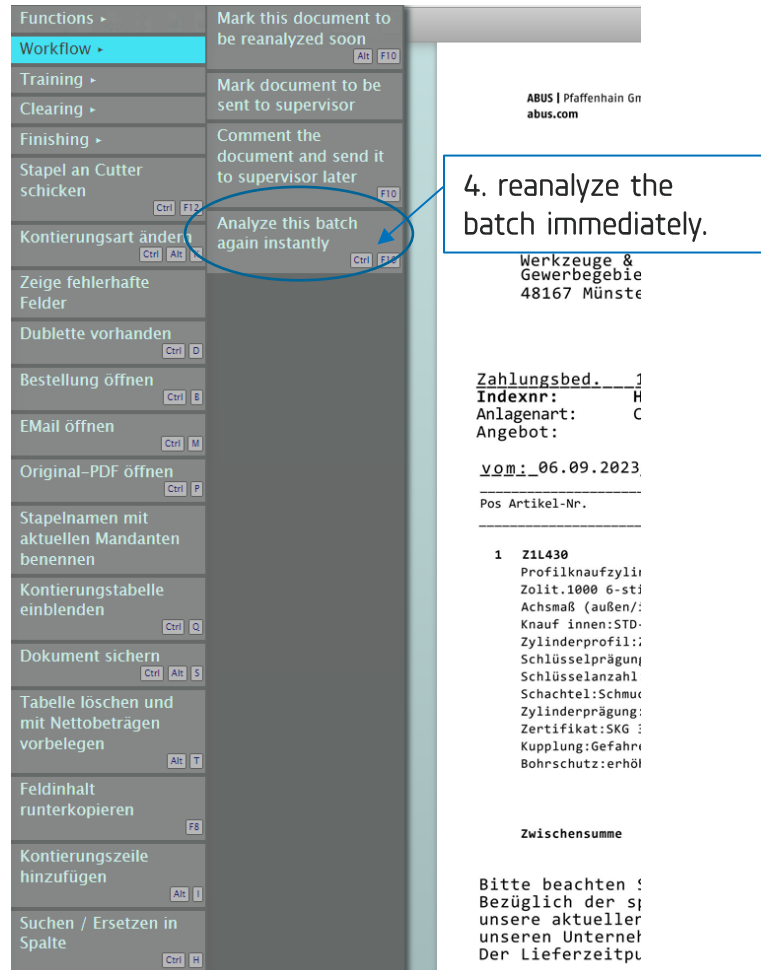
To do this, proceed as follows:

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



Webverify

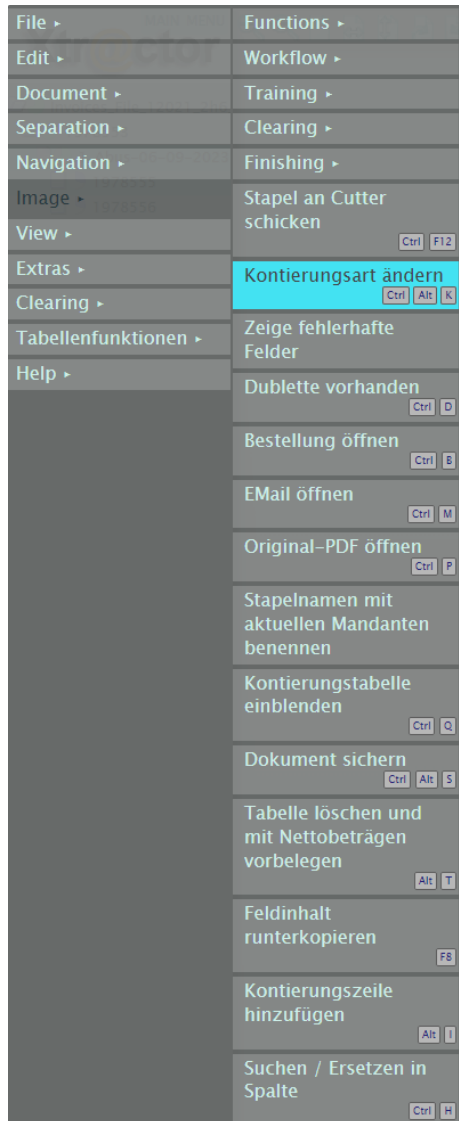
Use case: New supplier is created during document recognition.



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

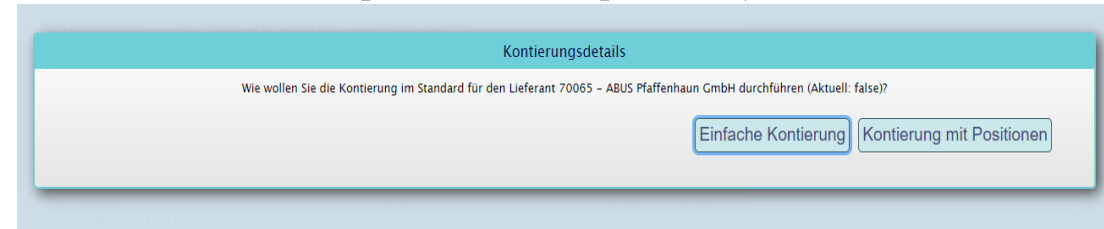
Use case: Adjust account assignment type during document recognition



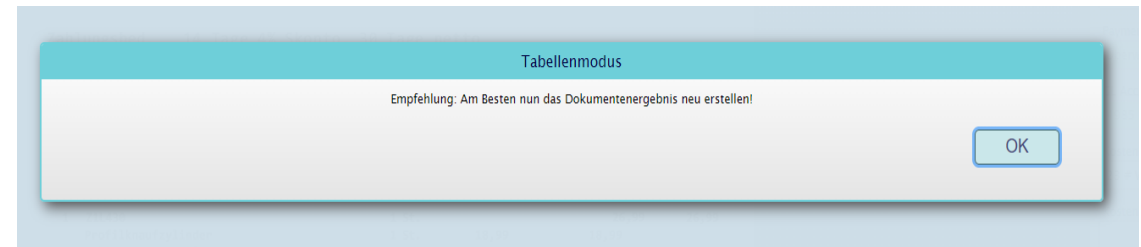
1. change account assignment type.

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



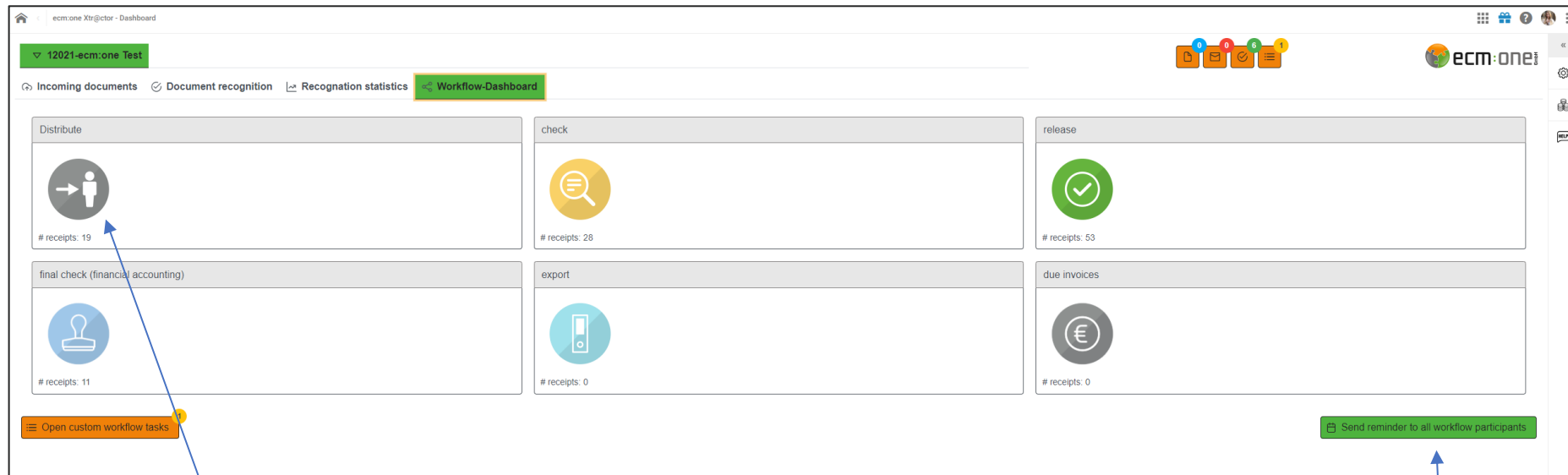
Rebuild document result.



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.



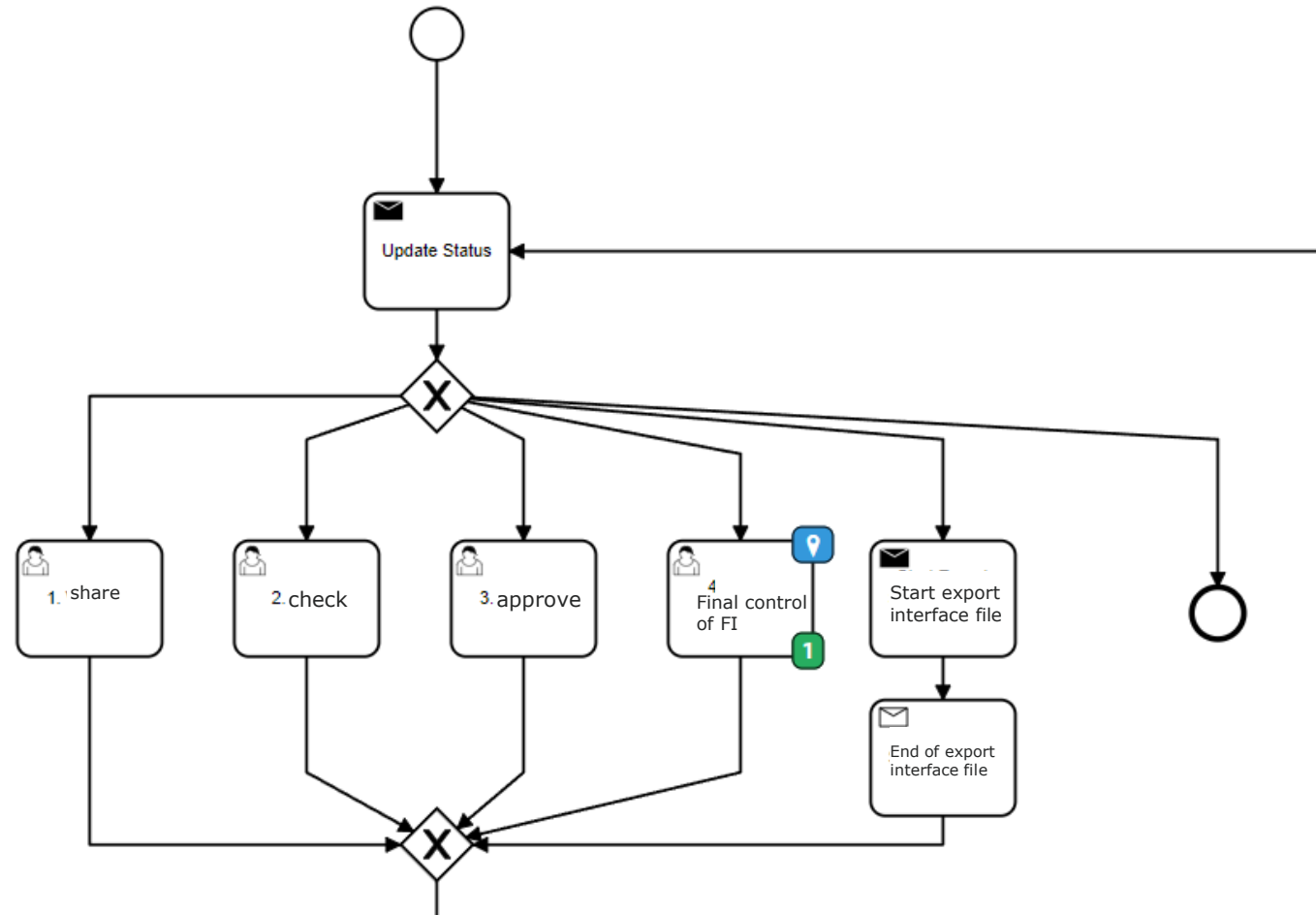
If you have any questions, the help page will help you quickly. A complete operating manual can be downloaded under "Click instructions".

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.

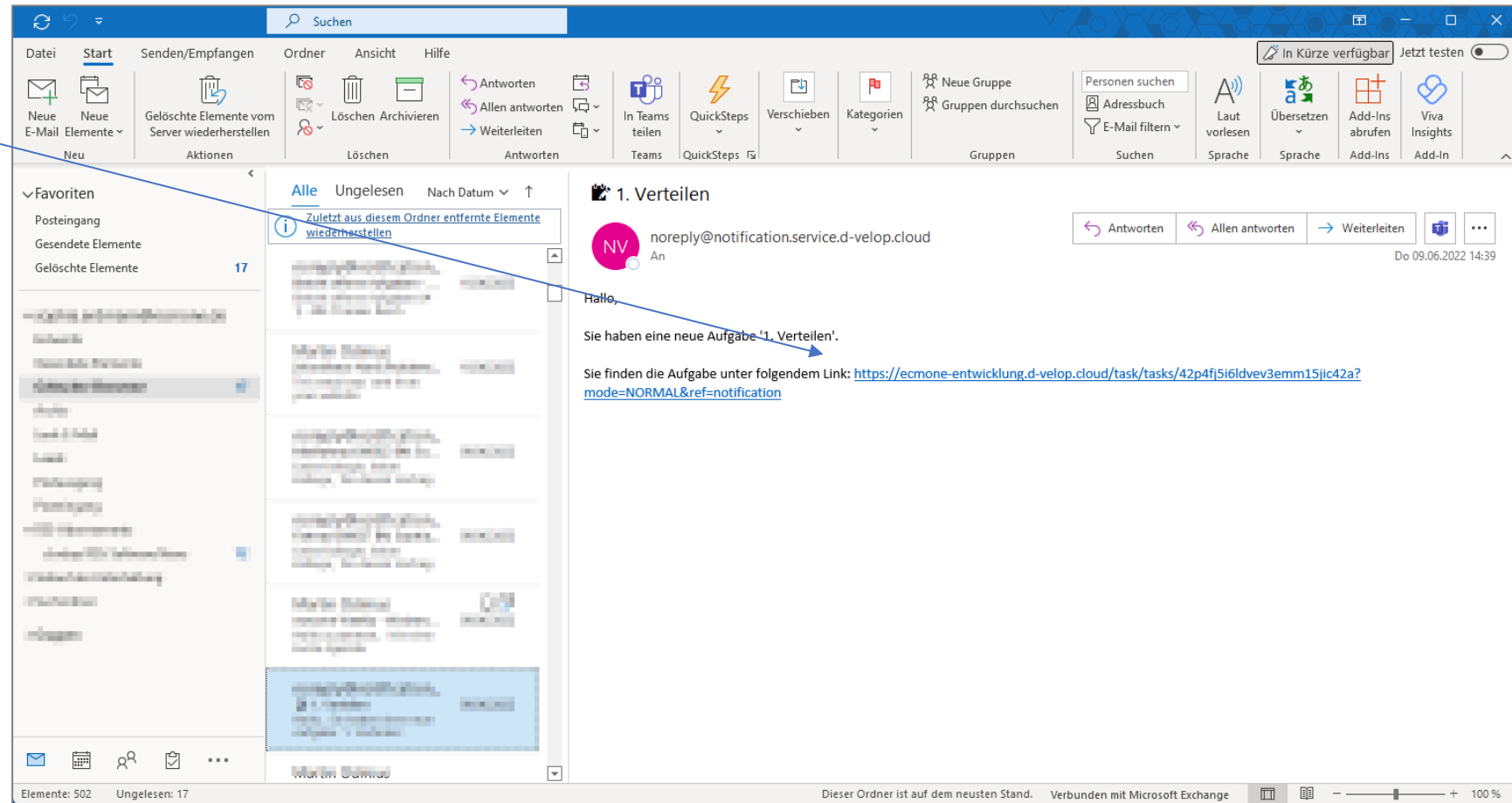
The screenshot displays the 'Vertragsmanagement' dashboard with a top navigation bar containing a search icon and a 'DASHBOARD BEARBEITEN' link. The dashboard is organized into a grid of tiles:

- Aufgaben** (Tasks): A red tile with a checklist icon and a '99+' badge. It lists tasks: '3. Freigabe' (Keine Fälligkeit), '2. Prüfen' (Keine Fälligkeit), '2. Prüfen' (Keine Fälligkeit), and '1. Frist prüfen' (Fällig: 16.06.2026). A blue arrow points from the text box to this tile. A 'AUFGABE ERSTELLEN' link is at the bottom.
- Konfiguration** (Configuration): A blue tile with a gear icon, titled 'Übersicht aller Konfigurationsoptionen'.
- Neue Datei erstellen** (Create new file): A blue tile with a document icon, titled 'Neue Word-, Excel- oder PowerPoint-Datei erstell...'.
- Prozessstudio** (Process Studio): A red tile with a puzzle piece icon, titled 'Automatisieren Sie Ihre Prozesse'.
- ecm:one Xtr@ctor**: A green tile showing 'ecm:one Invoices / Mandant: 12021-ecm:one G...'.
- VM: Vertrag hochladen** (Upload contract): A purple tile with a document icon, featuring a 'Mandant auswählen:' dropdown set to '1000 - Firma 1000' and a large upload arrow icon. Below the arrow is the text 'Upload für ecm:one Vertragsmanagement'.
- Unternehmensakten** (Company records): A blue tile with a folder icon.
- Personalakten** (Personal records): An orange tile with a folder icon.
- Fällige Teilrechnungen** (Due partial invoices): A red tile with a document icon, titled 'Teilrechnungen - nicht bezahlt'.
- Ablage** (Storage): A blue tile with a plus icon, titled 'Neue Inhalte zur Verfügung stellen'.
- Aktenerstellung** (Record creation): A blue tile with a document icon, titled 'Neue Akten zur Verfügung stellen'.

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.

Suchen

Datei Start Senden/Empfangen Ordner Ansicht Hilfe

Neue E-Mail Elemente Neu Gelöschte Elemente vom Server wiederherstellen Aktionen Löschen Archivieren Antworten Antworten Antworten In Teams teilen QuickSteps Verschieben Kategorien Gruppen Personen suchen Adressbuch E-Mail filtern Laut vorlesen Übersetzen Add-Ins abrufen Viva Insights

Alle Ungelesen Nach Datum ↑

Bericht offene Aufgaben - bitte zeitnah bearbeiten

noreply@notification.service.d-velop.cloud An Mo 30.05.2022 10:27

Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.

Bericht offene Aufgaben (# 3) - BN: Sophia Erdmann

Startzeit Aufgabe	Empfänger	Lieferant	RechnungsNr	Datum	Betrag	Mandant
21.05.2022	GR: Buchhaltung	70003 Brief und Mehr	314/5803/3359	05.12.2019	45,00 €	ecm:one Test
18.05.2022	GR: Buchhaltung	70001 DKV Euro Service GmbH	18/606599167/001	30.04.2019	51,22 €	ecm:one Test
12.05.2022	GR: Administrative group for the tenant	70080 Rofa Bekleidungswerk GmbH & Co. KG	682514	21.04.2021	546,45 €	ecm:one Test

[Zu den Aufgaben!](#)

Elemente: 502 Ungelesen: 17

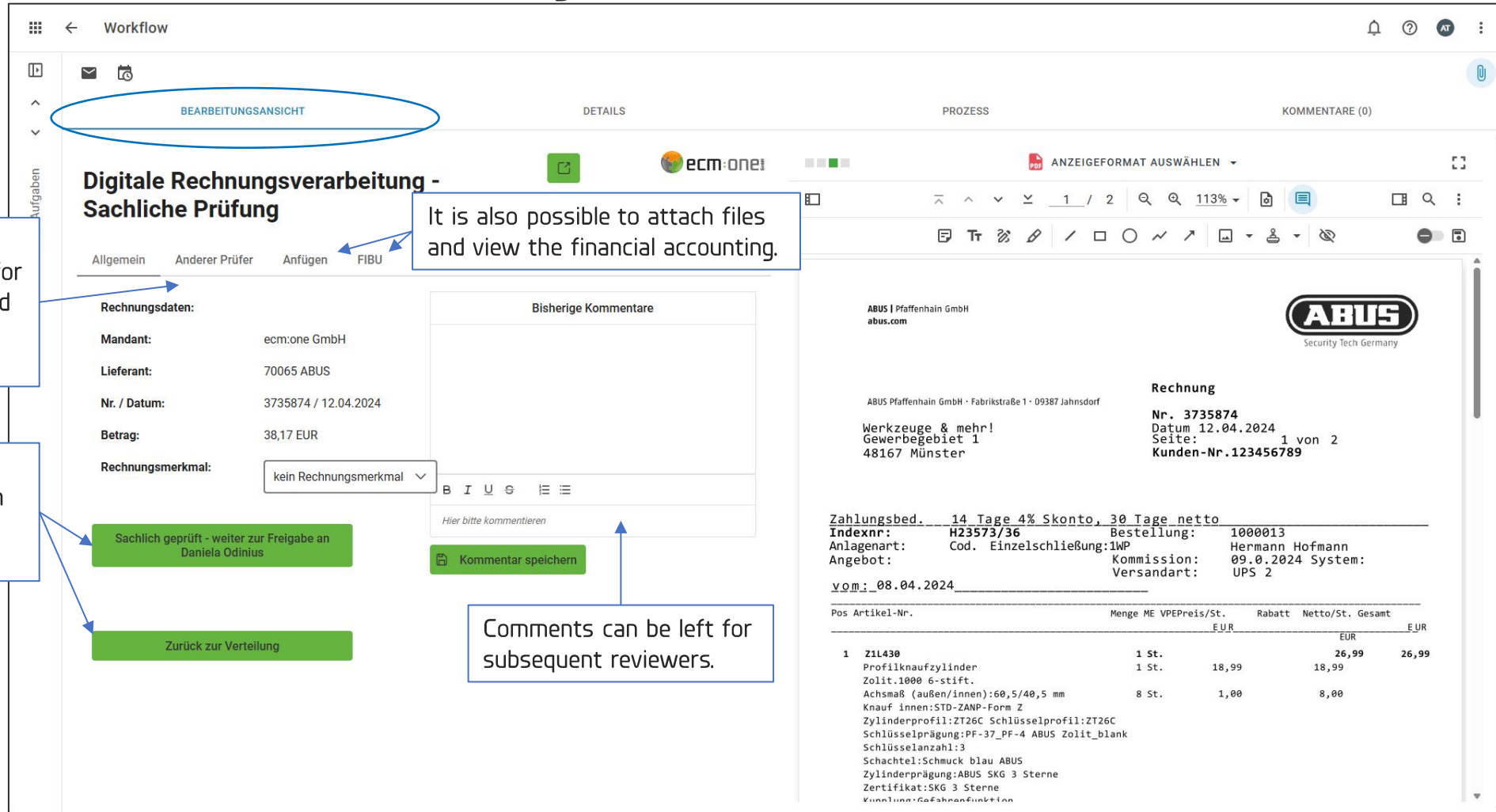
Dieser Ordner ist auf dem neusten Stand. Verbunden mit Microsoft Exchange

Update the task list

The list shows all due tasks including the most important properties. Grouping can also be done here, e.g., according to creditors.

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.



Workflow

BEARBEITUNGSANSICHT

DETAILS PROZESS KOMMENTARE (0)

Digitale Rechnungsverarbeitung - Sachliche Prüfung

Allgemein Anderer Prüfer Anfügen FIBU

Rechnungsdaten:

Mandant: ecm:one GmbH

Lieferant: 70065 ABUS

Nr. / Datum: 3735874 / 12.04.2024

Betrag: 38,17 EUR

Rechnungsmerkmal: kein Rechnungsmerkmal

Bisherige Kommentare

Hier bitte kommentieren

Kommentar speichern

ABUS | Pfaffenhain GmbH
abus.com

ABUS Pfaffenhain GmbH · Fabrikstraße 1 · 09387 Jahnsdorf

Werkzeuge & mehr!
Gewerbegebiet 1
48167 Münster

Rechnung

Nr. 3735874
Datum 12.04.2024
Seite: 1 von 2
Kunden-Nr. 123456789

Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto

Indexnr: H23573/36 Bestellung: 1000013
Anlagenart: Cod. Einzelschließung: IWP Hermann Hofmann
Angebot: Kommission: 09.0.2024 System:
Versandart: UPS 2

vom: 08.04.2024

Pos	Artikel-Nr.	Menge	ME	VPE	Preis/St.	Rabatt	Netto/St.	Gesamt
					EUR		EUR	EUR
1	Z1L430	1	St.				26,99	26,99
	Profilknaufzylinder	1	St.		18,99		18,99	
	Zolit.1000 6-stift.	8	St.		1,00		8,00	
	Achismaß (außen/innen): 60,5/40,5 mm							
	Knauf innen: STD-ZANP-Form 2							
	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							
	Kennzeichnung: Gefahrfunktion							

Sachlich geprüft - weiter zur Freigabe an Daniela Odinius

Zurück zur Verteilung

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).

Digitale Rechnungsverarbeitung - Sachliche Prüfung

Allgemein
Anderer Prüfer
Anfügen
FIBU

Nettobetrag	MWSTCode	Sachkonto	Kostenstellen	ProjektNummer	Buchungstext
16.00	9 - Volle Steuer		1 # Geschäftsführung	BS Hauptstr.5 # BS Hauptstr.5	

--- Differenz Kontierung zu Nettobeträge --- Nettosumme Kontierung: 16,00 - Netto gesamt: 32,07 - Rechnungsbetrag brutto: 38,17

Anzahl
+
-

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Werkzeuge & mehr!
Gewerbegebiet 1
48167 Münster

Rechnung

Nr. 3735874
Datum 12.04.2024
Seite: 1 von 2
Kunden-Nr. 123456789

Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto

Indexnr: H23573/36 Bestellung: 1000013

Anlagenart: Cod. Einzelschließung: 1WP Hermann Hofmann

Angebot: Kommission: 09.0.2024 System: Versandart: UPS 2

vom: 08.04.2024

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

Tasks-Release

After opening a specific task, it can be edited.

Digitale Rechnungsverarbeitung - Freigabe Buchung / Zahlung

Allgemein **Anfügen** Rechnung an andere fachliche Freigabe weiterleiten FIBU

Die Rechnung ist geprüft.

Bitte kontrollieren Sie die Rechnung und geben Sie zur Buchung frei.

Rechnungsdaten:

Prüfer: Appbuilder Test

Mandant: ecm:one GmbH

Lieferant: 70065 ABUS

Nr. / Datum: Nr.3735874 / 12.04.2024

Betrag: 38,17 EUR

Bisherige Kommentare

- Appbuilder Test
26.08.2025 10:32
- Belegerkennung
23.04.2025 14:44

test test

B I U S

Hier bitte kommentieren

Freigabe - weiter zur Buchung

Rückfrage an Prüfer

Zurück zur Verteilung

Kommentar speichern

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

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.

PDF ANZEIGEFORMAT AUSWÄHLEN

1 / 14 113%

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Rechnung

Nr. 3735874
Datum 12.04.2024
Seite: 1 von 2
Kunden-Nr. 123456789

Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto

Indexnr: H23573/36 **Bestellung: 1000013**

Anlagenart: Cod. Einzelschließung: 1WP **Hermann Hofmann**

Angebot: Kommission: 09.0.2024 System:

Vom: 08.04.2024 **Versandart: UPS 2**

Pos	Artikel-Nr.	Menge	ME	VPE	Preis/St.	Rabatt	Netto/St.	Gesamt
					EUR		EUR	EUR
1	Z1L430	1	St.				26,99	26,99
	Profilknaufzylinder	1	St.		18,99		18,99	
	Zolit.1000 6-stift.							
	Achsmaß (außen/innen):60,5/40,5 mm	8	St.		1,00		8,00	
	Knauf innen:STD-ZANP-Form 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							
	Kundung:Gefahrenfunktion							

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

Document Details

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

Workflow YW00001034

BEARBEITUNGSANSICHT DETAILS PROZESS KOMMENTARE (0)

13.01.2026 11:56
Von Appbuilder Test

Allgemeine Eigenschaften

Kontext: Digitale Rechnungsverarbeitung
Priorität: Standard
Fällig
Erinnerung
Bearbeitung: Appbuilder Test
Zugestellt an: Administrative group for the tenant

Erweiterte Eigenschaften

LieferantenName: ABUS August Bremicker S&H KG
LieferantenNr: 70010
Rechnungsbetrag: 26.99
RechnungsNr: Nr.3789456

Verlauf

Zeitpunkt	Initiiert von	Ereignis	Zugestellt an	Details
13.01.2026 11:56	d.velop process	Aufgabe erstellt	Administrative group for the tenant	Im Namen von 'Appbuilder Test'

Tip – Workflow Log

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



The screenshot shows the 'Workflow' interface with the 'BEARBEITUNGSANSICHT' (Processing View) tab selected. The main content area displays a list of workflow steps for the process 'Digitale Rechnungsverarbeitung: YW00000245'. The left sidebar shows 'Meine Aufgaben' (My Tasks). The right sidebar has tabs for 'PROZESS' (Process) and 'KOMMENTARE (0)' (Comments). Annotations highlight the 'PROZESS' tab and the 'KOMMENTARE' tab, explaining their functions.

Workflow Log Data:

Status	Task Title	Date	Completed By
▶	Prozess gestartet	23.04.2025 14:44:48	
AT	Aufgabe erledigt: 2. Prüfen	23.04.2025 14:57:17	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 3. Freigabe	23.04.2025 15:01:07	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 2. Prüfen	23.04.2025 15:01:55	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 3. Freigabe	23.04.2025 15:05:34	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 4. Finale Kontrolle FIBU	05.08.2025 09:20:46	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 1. Verteilen	05.08.2025 09:21:10	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 2. Prüfen	05.08.2025 09:23:45	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 3. Freigabe	05.08.2025 09:24:04	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 4. Finale Kontrolle FIBU	05.08.2025 14:51:45	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 1. Verteilen	05.08.2025 14:51:59	Erledigt durch: Appbuilder Test
AT	Aufgabe erledigt: 2. Prüfen	26.08.2025 10:32:48	Erledigt durch: Appbuilder Test
AT	Aufgabe offen: 3. Freigabe	26.08.2025 10:32:50	Zugestellt an: Appbuilder Test

Annotations:

- Switch to the workflow process.** (Points to the 'PROZESS' tab)
- For each step, the title, editor, time of editing and duration are displayed.** (Points to the task list)
- Comments on the invoice can be written and submitted.** (Points to the 'KOMMENTARE (0)' tab)

Have fun with your new DMS
wishes the

