



## ■ Workflow

## Document definition

## Documentation


December 2020




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## 1. How to handle this documentation

The symbol  is for notes. Here you will find particularly important additional information - on the topic described.

Tips and tricks are marked with the symbol . This information simplifies working with the programme.

## 2. Definition

**Incoming Invoice**

Address Information

Address No. V72000 Address Source SAP\_SBODemoDE

Key Word Novaline GmbH

Name 1 Novaline GmbH Name 2

ZIP, City 48432 Rheine Street Birkenallee 177

Address Information - Diverse

Address No.

Key Word

Beleg erkennen

Document detection ✓ Check for \$14 US\$G ignored. Definition X

Invoice number: 40-1537868 Invoice date: 10/9/2014

Belegtyp: Artikel Basisierend auf:

With the "Definition" button you are taken to the column definition of the currently selected supplier in the workflow.

### 2.1 Column definition

ColumnDetection Configurator: Novaline GmbH - Invoice [A/P Invoice]

Columndefinition Keywords General

#	Erstellt am	Bemerkung	Treffer
1	4/19/2021	Neue Spaltendefinition	11

Recognized Text

Birkenallee 177  
Vertriebsaußendienst: Region Mitte  
48432 Rheine Vertriebsinnendienst: Rainer Hagemann  
Deutschland Vertriebsinnendienst: Rainer Hagemann

Definitions

Use column definitions

- [Position] - Integer
- <IGNORE> - Filler

Properties

Target: <IGNORE>

Type: Filler

Text:

Optional:

Zusätzliche Lief.Art.Nr.:

Regex

Use Regex

Regex: ^{?}Position[+/?]d{+/?}[+/?] +, \* \*vs

Options



Remark: Neue Spaltendefinition



Dot as Decimal Mark

Price Unit is Power of Ten

Update Cancel Import Export



The "Column definition" tab can be divided into three areas.

In the upper area the **column definition** for the invoice is created via  and deleted via . If the supplier uses different invoice layouts, a separate column definition is required for each invoice layout. The workflow then automatically recognizes which column definition is to be used for this particular invoice when the invoice is received. The position of the re-

spective column definition can be   changed via the arrows. The column definition is displayed with the creation date, a comment and the number of hits.

To change the name of the remark, go to *Settings/Remark* and enter the desired designation.

 Dokumentation Archiv.One EN-GB.d

Then click on  to apply it or on  to keep the old name.

If the columns are defined, you can see the hits under "Preview". The number of hits is also displayed in the upper area.

**Recognized Text**

Novaline Belegdatum: 17 September 2014 .....  
 Informations-Technologie GmbH Kunden-Nr.: 111508  
 Birkenallee 177  
 Vertriebsinnendienst, Region Mitte

**Preview**

#	Position	IGNORE
1	48432	Rheine Vertriebsinnendienst: Rainer Hagemann
2	1	3515805 ELTAKO 3042809 2 Stück 152,96 1 305,92
3	2	3031399 GIRA 0163507 1 Stück 17,44 1 17,44
4	3	3031313 GIRA 01 63508 1 Stück 5,44 1 5,44
5	4	2612000 BETTERMANN 0130561 50 Stück 48,52 100 24,26
6	1	3034232 GIRA 0261622 1 Stück 3,38 1 3,38
7	2	3033965 GIRA 0260559 1 Stück 1,45 1 1,45
8	1	.41/4 Bete sofo t mt Prütyermerk Zurial
9	7	g_2014,/ aehtthc 3 le
10	19	MwSt. 68,00
11	1	n mer VORMIS

The second area is "**Recognized Text**" and the "**Preview**". Everything that the OCR reads out appears under the item "Recognized Text". The preview is a very good help when defining the columns, as it appears directly when creating or changing the column definitions in this area.

The last area is "**Definitions**". To define columns, select either the radio button "**Use column definitions**" or "**Use Regex**". The variant "Use Regex" is only recommended if you are familiar with the language regular expressions.

**Definitions**

Use column definitions

- (Position) - Integer
- (<IGNORE>) - Filler

**Properties**

Target: Position  
 Type: Integer  
 Text:  
 Optional:   
 Zusätzliche Lief.Art.Nr.:

**Regex**

Use Regex  
 Regex: ^{?Position[+,-/]?[d+[/]?] +.\* \*}\$


**Options**

Remark: Neue Spaltendefinition  
 Dot as Decimal Mark:   
 Price Unit is Power of Ten:

In the further course of the documentation, the variant "Use column definitions" will be used.

To add a column definition, select the **Target: field** and the **Type: field**. Then click on .

To delete a column definition, highlight the definition to be removed and press the button .

The position can be changed   via the arrows after selecting a column definition.

Properties	
Target:	Position
Type:	Integer
Text:	
Optional:	<input type="checkbox"/>
Zusätzliche Lief.Art.Nr.:	<input type="checkbox"/>

#### Target:

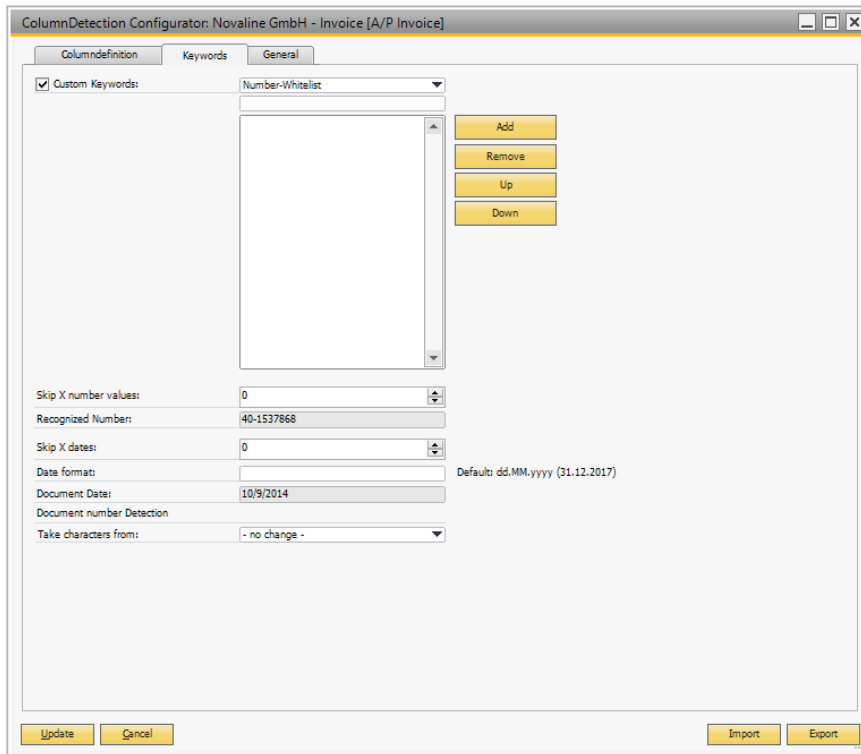
- <IGNORE>
- Account
- Account description
- Amount
- Article description
- Article-Nr.
- Art-No. Deliverer
- Charge %
- Cost
- Cost Center
- Cost Center description
- Cost Type
- Cost Type description
- Cost unit
- Cost Unit
- Cost Unit description
- Delivererrefnr.
- Discount %
- Position
- Related Document
- Service description
- Sum
- Tax key
- Tax key description
- Tax key rate

**Type:**

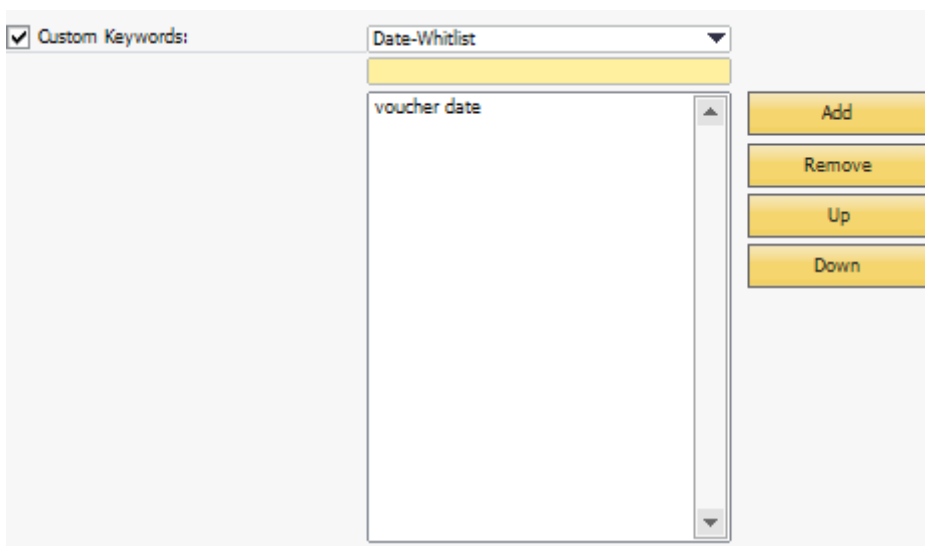
- **Alphanumeric:**
  - One or more digits, letters or special characters except space, tab or new line.
- **Constant:**
  - Enter a fixed value under **text**. Spaces are also taken into account.
- **Custom:**
  - user-defined input of one or more digits, letters or special characters under **text**.
- **Decimal:**
  - +, - and / occur either once or not at all.
  - The digits 0-9, comma and full stop occur either once or several times.
  - +, - and / occur either once or not at all.
- **Filler:**
  - The entire line is read in.
  - In the next column the search is right-justified.
- **Filler (short):**
  - The entire line is read in.
  - In the next column the search is left-justified.
- **Integer:**
  - +, - and / occur either once or not at all.
  - The digits 0-9 occur either once or several times.
  - +, - and / occur either once or not at all.
- **Linebreak**
  - The new line is searched.
- **Linebreak (Multiple)**
  - A multiple-line search is performed.
- **Optional Group Start or End:**
  - Multiple columns can be declared as optional between **Optional Group Start** and **Optional Group End**.

If you have created a column definition, this also appears automatically under Regex.

## 2.2 Configuration




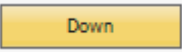


If the voucher number, voucher date, discount, freight or total amount are not properly recognized, you have several options for configuration under the Configuration tab.



Keywords can be defined, which can be found under the names of the respective items on the invoice.



To do this, add the keyword via  or remove an added keyword via . Use the buttons  or  to swap the positions of the respective keywords.

If the voucher number is not correctly recognized under **Recognized Number**, the correct voucher number can be selected via the selection list **Skip X number values** until it appears under **Recognized Number**.

Skip X number values:	<input type="text" value="0"/>	
Recognized Number:	<input type="text" value="40-1537868"/>	
Skip X dates:	<input type="text" value="0"/>	
Date format:	<input type="text"/>	Default: dd.MM.yyyy (31.12.2017)
Document Date:	<input type="text" value="10/9/2014"/>	

The procedure for the voucher date is similar. You can select a correct voucher date via the selection list **Skip X dates**, if a different date is recognized. In addition, another date format can be specified, e.g. an American date format.

### 3. Example

#### 3.1 Invoice without definition

Beleg erkennen

Document detection  Check for \$14 USStG ignored.

Invoice number: 40-1537868 Invoice date: 9/19/2014  
 Belegtyp: Artikel Basierend auf: Lieferschein

#	Position	Related...	Art-No. Deliverer	Article-Nr.	Description	Cost	Amount	Discou...	Charge...	Cost unit	Sum
1	✓	474	3515805	H01	Eitako DSZ12D-3x65A	152,96	2				305,92
2	✓	474	3031399	H02	Gira 011200 Wippschalter	17,44	1				17,44
3	✓	474	3031313	H03	Gira 015100 Wipptaster	5,44	1				5,44
4	✓	474	2612000	H04	OBO 2032 Kabelklammer	48,52	50			100	24,26
5	✓	474	3034232	H05	Gira 067803 Wippe Kontroll	3,38	1				3,38
6	✓	474	3033965	H06	Gira 021103 Rahmen	1,45	1				1,45

Select all Rows Swap Cost and Amount Sum of articles correct

Discount: 0 Fracht: 0 Nettosum: 357,89 Tax: 68,00 Bruttosum: 425,89

Sachkonto: Sachkontobezeichnung: Kostenstelle: Kostenträger: Kostenart:

SAP Eingangsrechnung buchen

First, I would like to show you the simplest variant, where no definitions are necessary.

The appropriate invoice date and the correct invoice number are automatically transferred to the Novaline Workflow dialogue. In addition, a reference to the previous order or delivery note is created.

The individual invoice lines are displayed in table form (highlighted in green) and supplemented with master data content of SAP Business One (highlighted in grey).

The line totals and invoice end totals are checked mathematically and any discrepancies are displayed in colour.

Furthermore, the figures from the respective invoice line are reproduced in the correct columns.

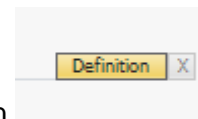
### 3.2 Invoice with definition

Of course, it can also happen that invoices do not correspond to the standard and thus the columns have to be defined.

#	Position	Related...	Art-No. Deliverer	Article-Nr.	Description	Cost	Amount	Discou...	Cha...	Cost unit	Sum
1		475	1N4448	0053-00025	Si Diode 75V 150mA DO35	100,00	0,44				44,00

Pos	Artikel	Menge	Preis (EUR) / Einheit	Summe (EUR)
70	1N4448 - Si-Diode 75V 150mA DO35 Ihre Artikelnummer: 0053-00025	10.000 ST	0,44 /100	44,00

If you now compare the invoice with the dialogue, you will see that the master data from SAP has been recognized correctly. In the next column, the cost unit recognized as the cost. The cost is now the amount. The cost unit is empty and the sum is displayed correctly. In addition, the Attention sign in this document indicates that there are different amounts or quantities in the delivery note.



You must therefore define the columns for the supplier's invoice. Click on and the **column definition** opens. Use to create a new column definition.

#### Procedure:

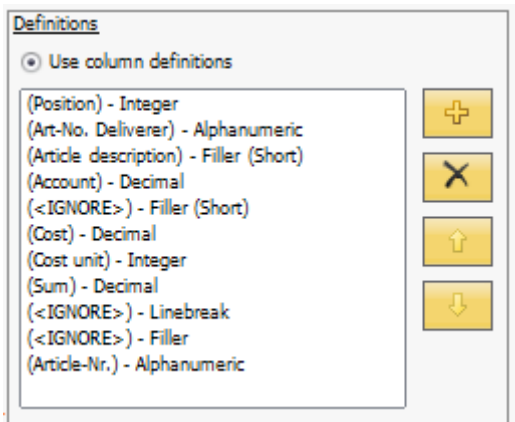
```
Pos Artikel Menge Preis EUR Einheit Summe EUR
70 1N4448 Si-Diode 75V 150mA DO35 10.000 ST 0,44 /100 44,00
Ihre Artikelnummer: 0053-00025
```

Scroll to the area in the **recognized text** where the invoice lines are located. Look for similarities between the individual invoice lines or columns.



First set an **Ignore filler** so that the entire rows are read in. Remove it again at the end of your definition. You should also watch the preview while defining.

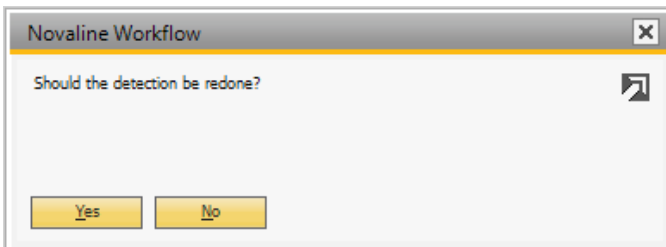
Used column definition:



Preview result:

#	Position	Art-No. Deliverer	Article description	Account	IGNORE	Cost	Cost unit	Sum	IGNORE	Article-Nr.
1	70	1N4448	Si-Diode 75V 150mA DO35	10.000	ST	0,44	/100	44,00	Ihre Artikelnummer:	0053-00025

Now you have completely defined this invoice. Go to the button and then to . The following window opens.



Press the button . Then you return to the previous dialogue and see that the columns have now been defined appropriately.

Document detection  Check for §14 UStG ignored.

Invoice number: 22028376 Invoice date: 2/23/2018

Belegtyp: Artikel Basierend auf: Lieferschein

#	Position	Related...	Art-No. Deliverer	Article-Nr.	Description	Cost	Amount	Discou...	Charge...	Cost unit	Sum
1	70	475	1N4448	0053-00025	Si Diode 75V 150mA DO35	0,44	10000			100	44,00

Select all Rows Swap Cost and Amount Sum of articles correct

Discount: 0 Sachkonto:

Fracht: 0 Fracht:

Nettosum: 44,00 Nettosum:

Tax: 8,36 Tax:

Bruttosum: 52,36 Bruttosum:

Sachkontobezeichnung:

Kostenstelle:

Kostenträger:

Kostenart: