



## ■ Workflow

# Document recognition SAP B1


## Documentation


December 2020

## Table of contents

Content: .....	1
Chapter 1 How to use this documentation .....	2
Chapter 2 The Automatic Document Recognition .....	10
2.1 What is automatic document recognition? .....	10
2.2 What are the advantages of automatic document recognition? .....	10
2.3 What are the requirements? .....	10
Chapter 3 Performing a Document Identification .....	11
3.1 Scanning the voucher .....	11
3.2 The document enters the workflow .....	11
3.3 Activities in the workflow .....	11
3.4 Activities in SAP .....	13
3.5 The document goes into the archive .....	13
Chapter 4 Licensing the Novaline Workflow .....	14

## Chapter 1 **How to handle this documentation**

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

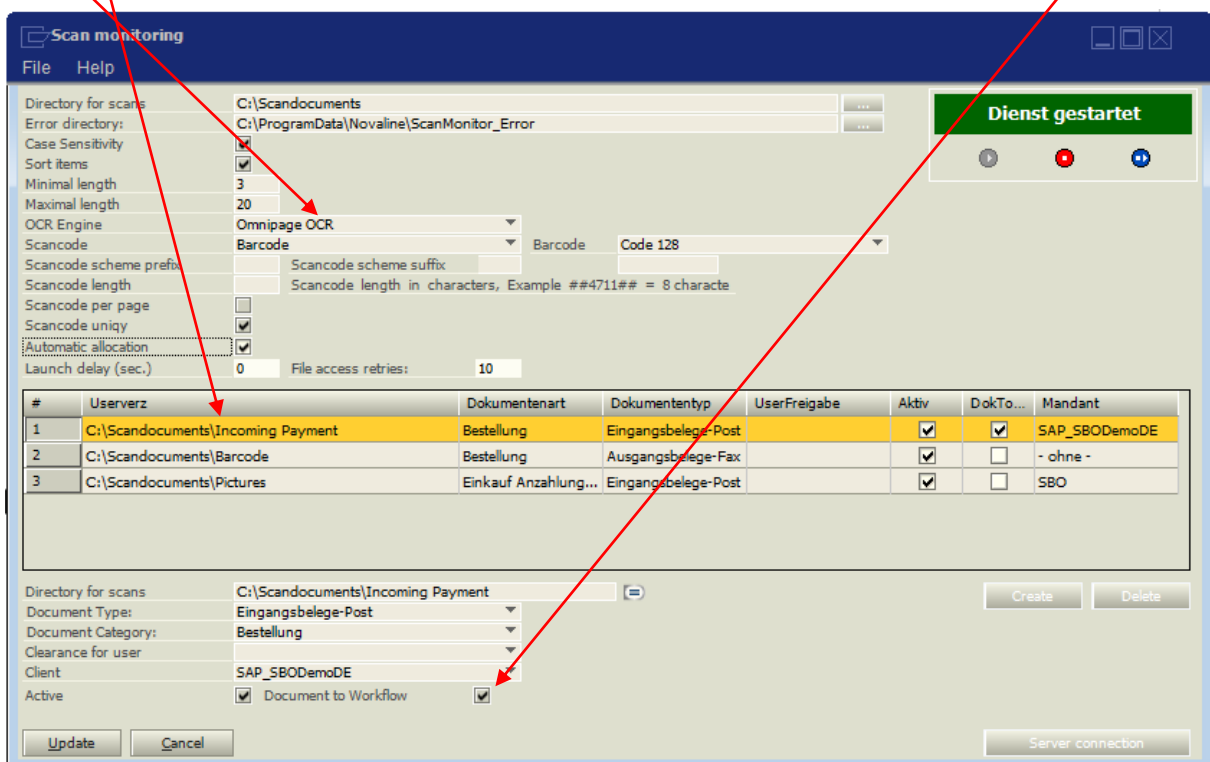
Tips and tricks are marked with the  symbol. This information simplifies working with the programme.

In the appendix you will find the glossary. Technical terms are translated here. Within the documentation, the arrow in brackets (→ ) refers to the glossary.

## Chapter 2 Settings - Administrative Activities

### 2.1 Setting up the scan monitor

The scan monitor must be set up in such a way that incoming invoices are scanned into a defined folder and from there, through the scan monitor, are sent directly to the workflow. OCR recognition must also be active.



Directory for scans: C:\Scandocuments

Error directory: C:\ProgramData\Novaline\ScanMonitor\_Error

Case Sensitivity:

Sort items:

Minimal length: 3

Maximal length: 20

OCR Engine: OmniPage OCR

Scancode: Barcode

Scancode scheme prefix: Barcode

Scancode scheme suffix: Code 128

Scancode length: Code 128

Scancode per page:

Scancode unique:

Automatic allocation:

Launch delay (sec.): 0

File access retries: 10

#	Userverz	Dokumentenart	Dokumententyp	UserFreigabe	Aktiv	DokTo...	Mandant
1	C:\Scandocuments\Incoming Payment	Bestellung	Eingangsbelege-Post		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SAP_SBODemoDE
2	C:\Scandocuments\Barcode	Bestellung	Ausgangsbelege-Fax		<input checked="" type="checkbox"/>	<input type="checkbox"/>	- ohne -
3	C:\Scandocuments\Pictures	Einkauf Anzahlung...	Eingangsbelege-Post		<input checked="" type="checkbox"/>	<input type="checkbox"/>	SBO

Directory for scans: C:\Scandocuments\Incoming Payment

Document Type: Eingangsbelege-Post

Document Category: Bestellung

Clearance for user:

Client: SAP\_SBODemoDE

Active:  Document to Workflow

Buttons: Update, Cancel, Create, Delete, Server connection

## 2.2 Master data maintenance in SAP

In SAP various criteria must be fulfilled in order to ensure a smooth allocation of the incoming invoice. First the business partner associated with the incoming invoice is allocated. Seven criteria/information are decisive here. In the workflow you can set how many criteria must be fulfilled. However, for this assignment to work these criteria must be stored with the business partner:

UID number

Telephone number

Uniform UID number

Fax number

Email address

Web address

IBAN

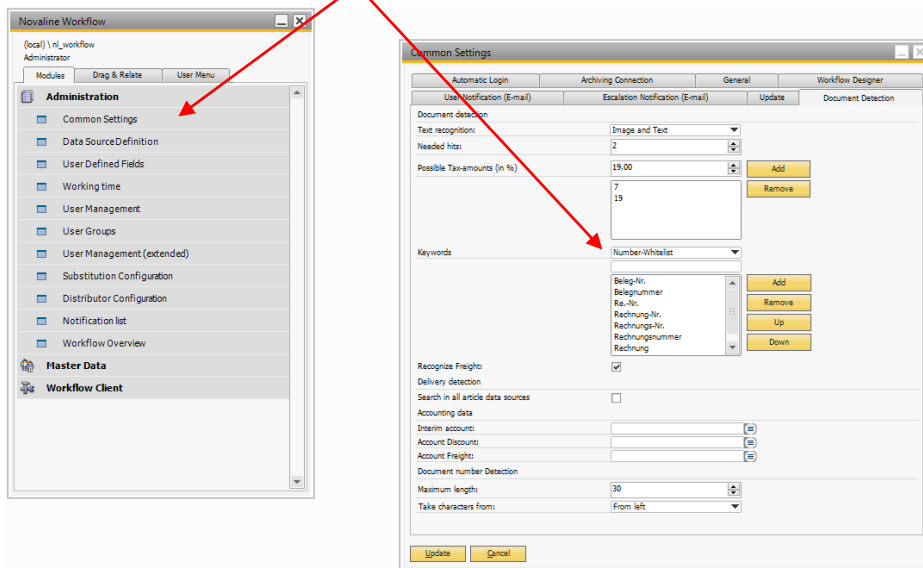
The screenshot shows the SAP Business Partner Master Data form. Red arrows point from labels on the left to specific fields in the form:

- UID number:** Points to the 'Code' field (value: 001).
- Telephone number:** Points to the 'Tel. 1' field (value: 05971 868 0).
- Uniform UID number:** Points to the 'Unified VAT Number' field (value: 311/5920/2255).
- Fax number:** Points to the 'Fax' field (value: 05971 868 291).
- Email address:** Points to the 'E-Mail' field (value: info@novaline.de).
- Web address:** Points to the 'Web Site' field (value: www.novaline.de).
- IBAN:** Points to the 'IBAN' field in the 'Business Partner Bank' section (value: DE5740321906950317700).

The form includes various tabs such as 'General', 'Contact Persons', 'Addresses', 'Payment Terms', 'Payment Run', 'Accounting', 'Properties', 'Remarks', and 'Attachments'. The 'Business Partner Bank' section is expanded, showing details like 'Bank Country/Region', 'Bank Name', 'Bank Code', 'Account', 'BIC/SWIFT Code', and 'IBAN'.

## 2.3 Set up general settings

Various entries are also necessary in the general settings of the workflow. First you can select how many hits must be fulfilled in the criteria to assign the business partners. At least two criteria are recommended here. In addition, the VAT rates that can occur must be specified here. Finally, the blacklist and whitelist for invoice numbers can be added and the total amount can be filled in.



## 2.4 Macro editor

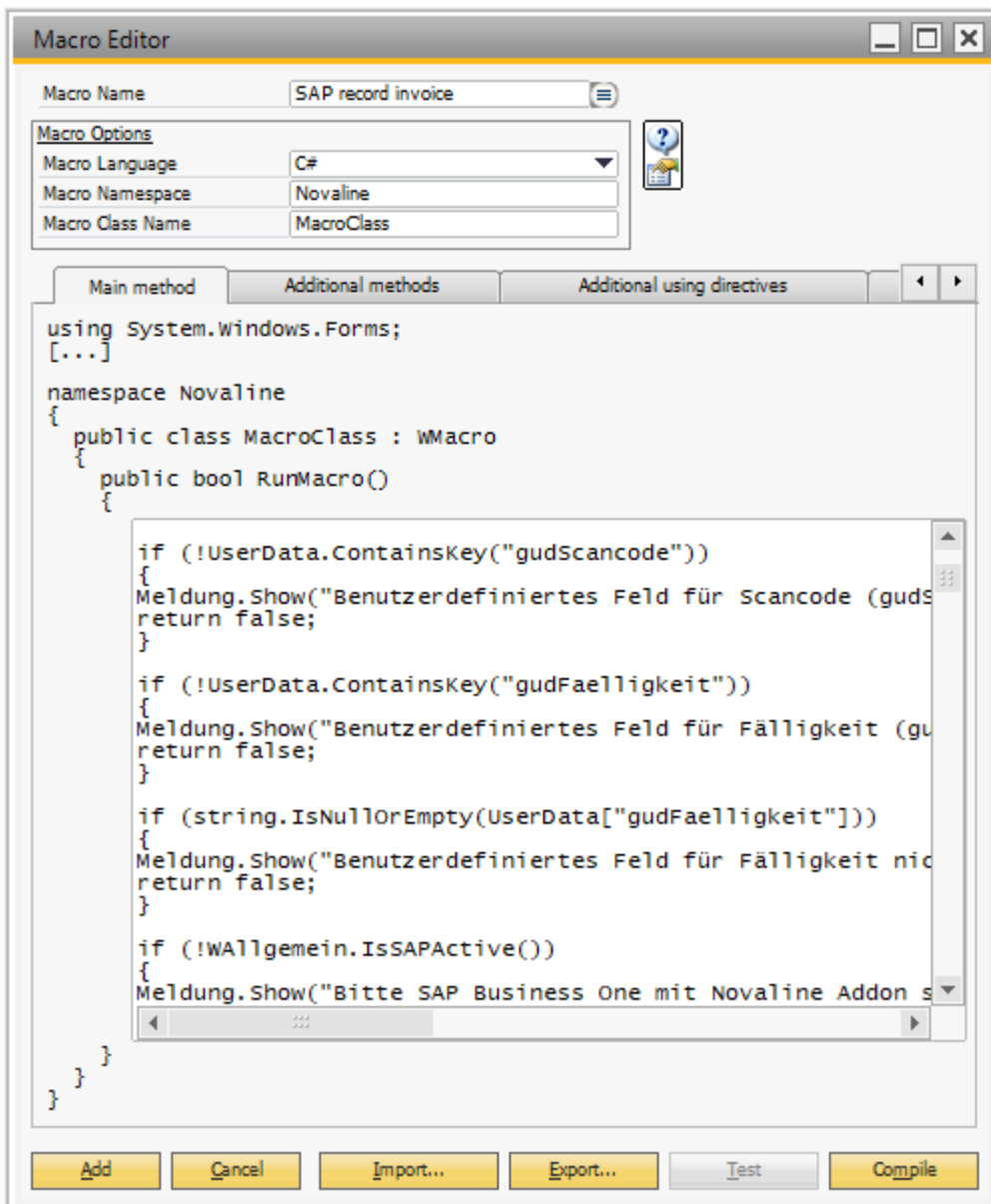
The programming language "C#" (CSharp) and "VB" (Visual Basic) can be used in the macro editor. Two macros must be set up here.

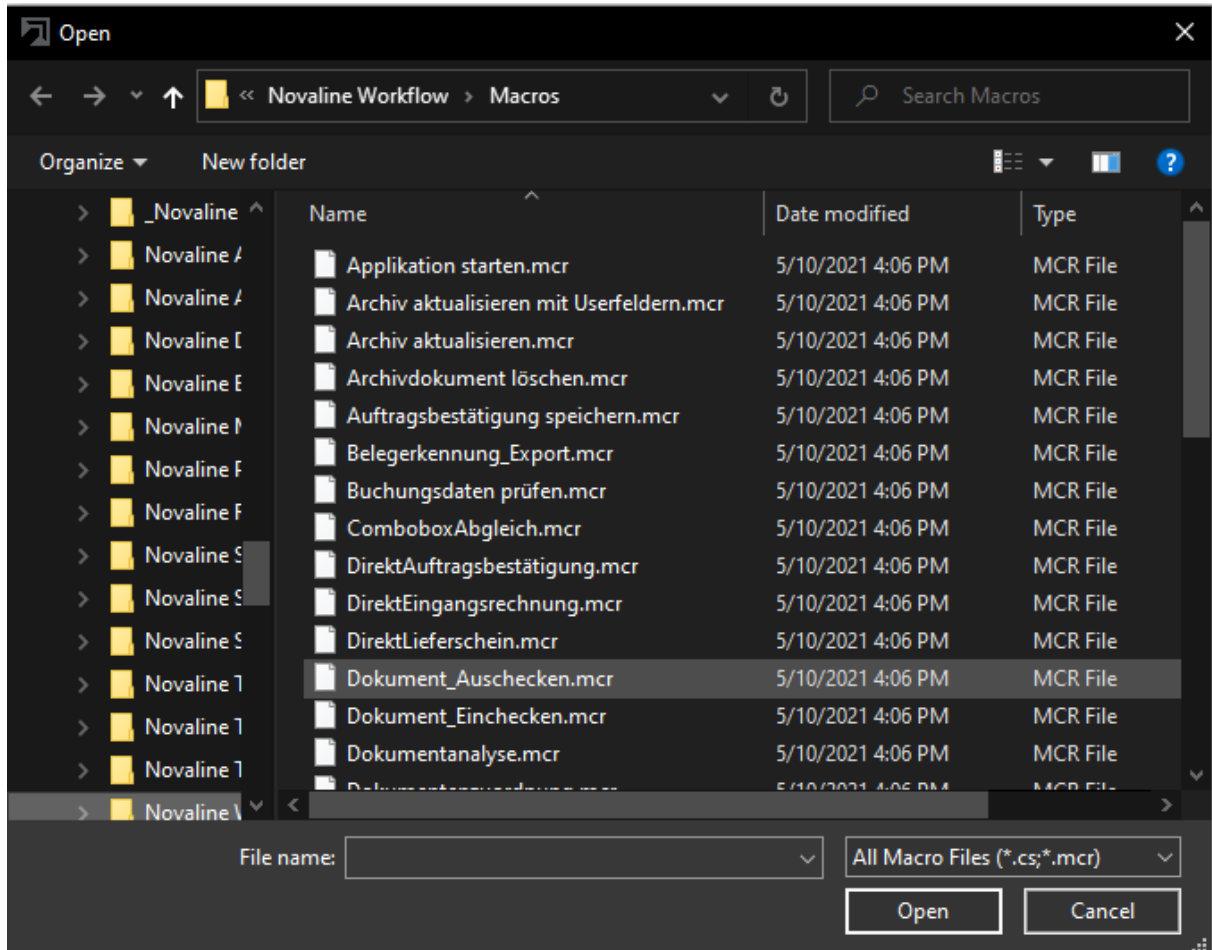


In order to be able to use macros in the workflow, the macro must be adapted using the "Compile" button and then saved using the "Update" button. If external assemblies (modules) are used, it must be ensured that all clients can access these assemblies via the specified path.

### 2.4.1 Enter SAP incoming invoice

First the programme button "Add" have to be pressed in the macro editor. Next the supplied macro "Enter incoming invoice" is selected via the "Import" button. Finally, the imported macro must be compiled and added.





## 2.4.2 Update archive

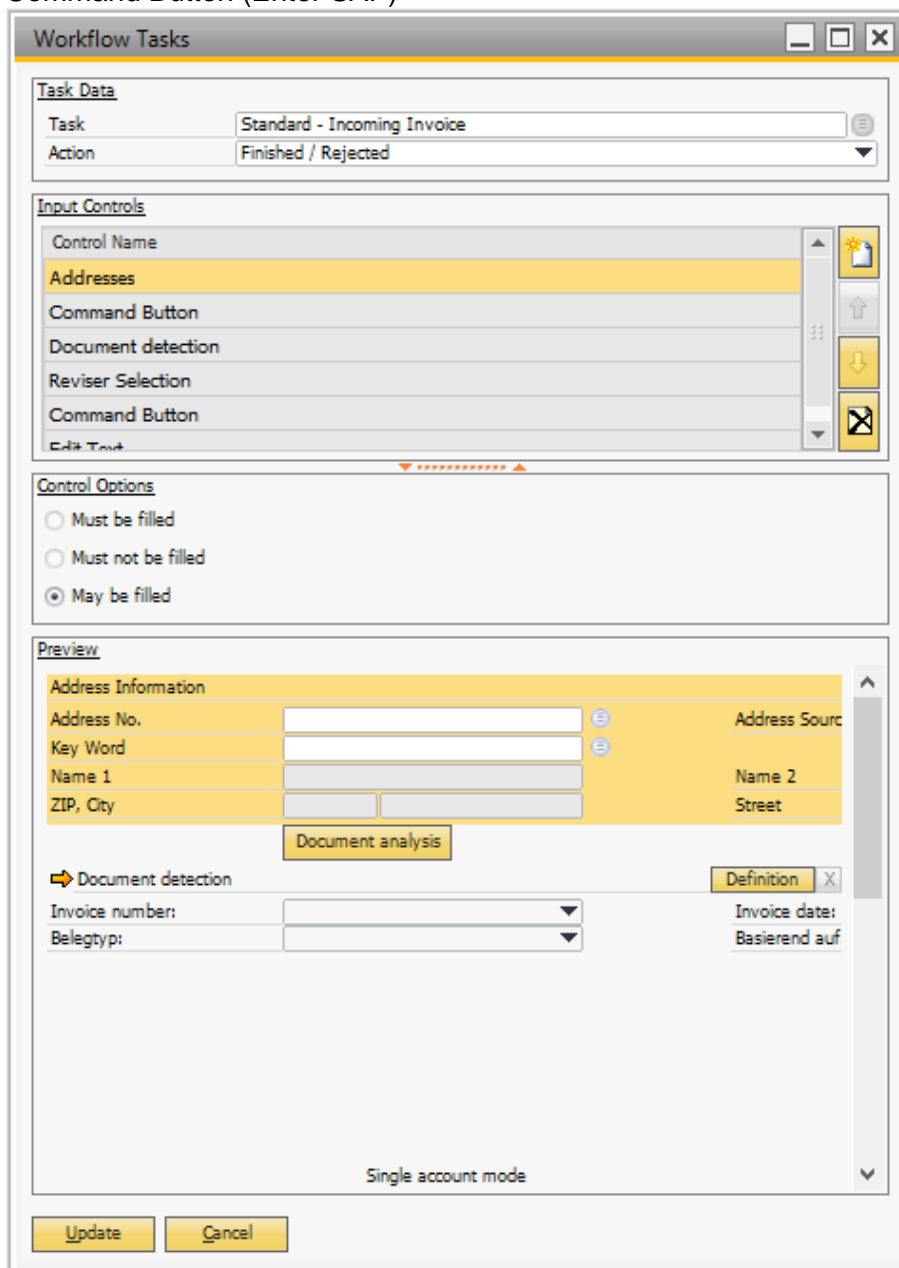
First the programme button "Add" have to be pressed in the macro editor. Next the supplied macro "Update archive" is selected via the "Import" button. Finally, the imported macro must be compiled and added.



### 2.4.3 Workflow task

A task must be defined for the document recognition with the following masks:

- Categorisation
- Document recognition
- Addresses
- Due date
- Command Button (Enter SAP)



**Workflow Tasks**

Task Data

Task: Standard - Incoming Invoice  
 Action: Finished / Rejected

Input Controls

Control Name
Addresses
Command Button
Document detection
Reviser Selection
Command Button
Edit Text

Control Options

Must be filled  
 Must not be filled  
 May be filled

Preview

**Address Information**

Address No.		Address Source
Key Word		
Name 1		Name 2
ZIP, City		Street

Document analysis

Document detection

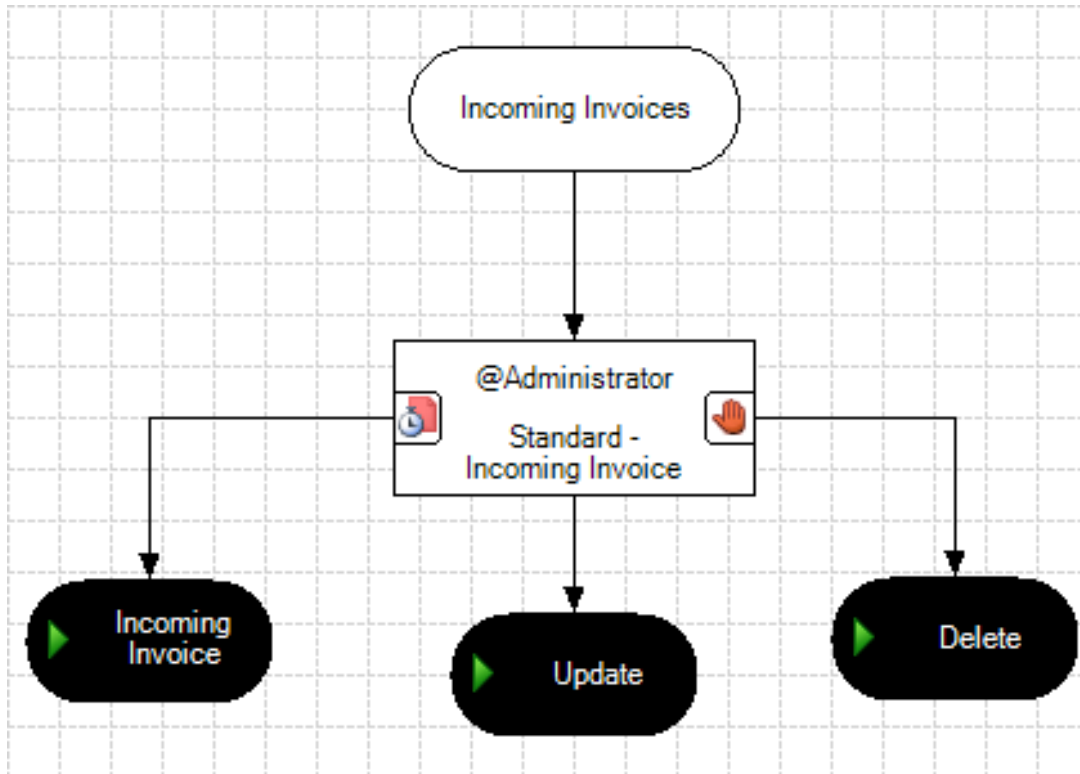
Invoice number:		Invoice date:	
Belegtyp:		Basierend auf	

Single account mode

Update Cancel

## 2.5 Workflow Designer

Now the following workflow must be set up in the workflow designer:





## Chapter 3 The automatic document recognition

### 3.1 What is automatic document recognition?

Incoming and scanned invoices are automatically recognised, displayed into their individual items in tabular form on the monitor. Each sum is automatically checked mathematically, corrected automatically in case of differences and highlighted in colour. In this way the processor can check the values again manually and if necessary, change and add to them until everything is OK. Afterwards the invoice is forwarded workflow-controlled to the next position for processing (comparison with purchase order, invoice control, approval procedure, escalation management, invoice release, etc.). Now you can archive - DONE!

### 3.2 What are the advantages of automatic document recognition?

Secure, fast, fewer errors, automated, transfer from SAP Business One documents, efficient, automatically archived...

### 3.3 Which requirements are necessary?

The document recognition is an additional module for the Novaline software "Archiv.One" with integrated "Workflow". Thus, these two solutions must be installed on your computer.

## Chapter 4 Performing a document recognition

### 4.1 Scanning the voucher

First the incoming invoice is scanned directly after mail processing and placed in a defined directory by the scanner.

### 4.2 The document enters the workflow

The scan monitor reads this document out of the directory and sends it directly to the workflow. Now an open workflow appears for the responsible persons, which can/must be processed.

### 4.3 Activities in the workflow

An unprocessed workflow now appears for the defined user or user group. If there are several of these, the workflow to be edited must be selected first.

The document is now displayed in the right-handed area, and all the necessary entries are displayed in the left-handed area. The existing document should now be readout via the button "Analyse document".

It is now automatically recognised which business partner has sent this incoming invoice. The individual document lines are also readout and compared with existing open transactions in SAP.

**Standard - Incoming Invoice**

**Incoming Invoice booking and detection**

Data Type: Adresse  
 Document Type: A/P Invoice  
 Document Category: Incoming Documents

Address Information  
 Address No.: V76543  
 Key Word: Hardy Schmitz  
 Name 1: Hardy Schmitz  
 ZIP, City:   
 Address Source: SAP\_580DemoDE

Document detection  
 Invoice number: 40-1537868  
 Invoice date: 10/9/2014  
 Basierend auf: Bestellung

#	Related...	Art-No.	Deli...	Article...	Description	Cost	Amount	Cost unit	Sum	Cost Center
1	✓	455	3515805	47001	Eltako DSZ12D-3x65A MID Dr...	152,96	2	1	305,92	
2	✓	455	3031399	47002	Gira 011200 Wippschalter	17,44	1	1	17,44	
3	✓	455	3031313	47003	Gira 015100 Wipptaster Schlies...	5,44	1	1	5,44	
4	✓	455	2612000	47004	OBO 2032 Kabelklammer b8 N...	48,52	50	100	24,26	
5	✓	455	3034232	47005	Gira 067803 Wippe Kontroll H...	3,38	1	1	3,38	
6	✓	455	3033965	47006	Gira 021103 Rahmen if reinweiß	1,45	1	1	1,45	

Sum of articles correct

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

Reviser: @Administrator  
 Fälligkeit: 16.01.2001

Recipient Notification:  E-Mail  
 Action:  Finished  Rejected  Noted

In addition, the recognised articles in SAP on the basis of the supplier catalogue number are displayed, as well as each individual document line with the corresponding values.

If the line is recognised in SAP, a green tick is displayed.

If the line is recognised but is managed in SAP with a different quantity or amount, a warning message appears.

If a row is not found in SAP at all, another warning message appears.

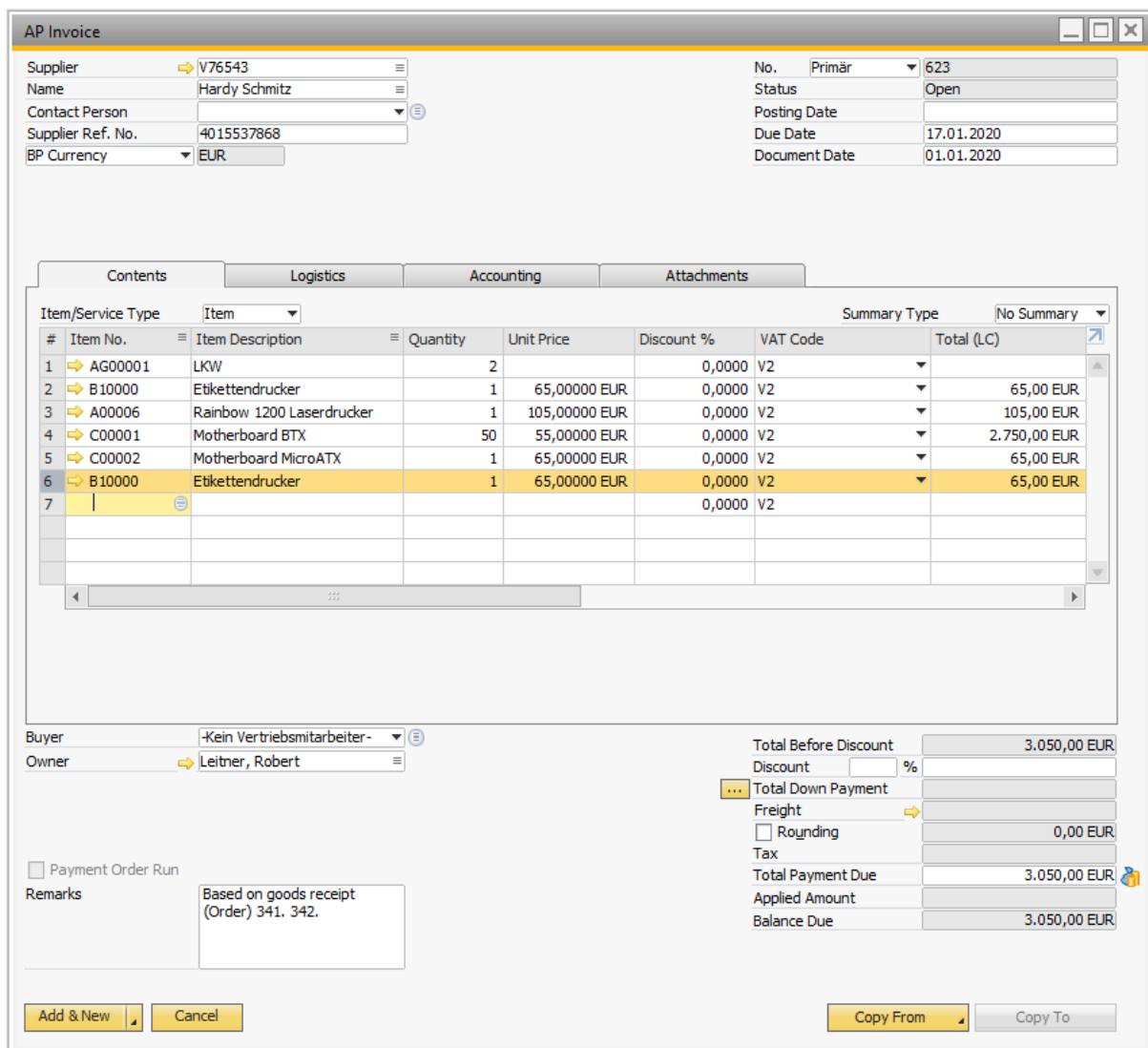
#	Related...	A
1	✓	30
2	⚠	26
3	⊘	30

Now the due date of the voucher must be entered.

If the document has been checked in the individual positions, it can be transferred to SAP via the button "Enter SAP".

#### 4.4 Activities in SAP

SAP must be open and the Novaline add-on "Archiv.One" have to be installed and started. If this is the case, the system automatically switches to SAP and calls up the incoming invoice via the UI. Subsequently the relevant document lines are taken over from the existing delivery notes or orders and the documents are closed if necessary. Now the user can select "Add". The document is now entered in SAP.



The screenshot shows the SAP 'AP Invoice' window. At the top, there are fields for Supplier (V76543), Name (Hardy Schmitz), Contact Person, Supplier Ref. No. (4015537868), and BP Currency (EUR). On the right, there are fields for No. (623), Status (Open), Posting Date, Due Date (17.01.2020), and Document Date (01.01.2020).

The main area contains a table with columns: #, Item No., Item Description, Quantity, Unit Price, Discount %, VAT Code, and Total (LC). The table lists several items, with item 6 (B10000, Etikettendrucker) highlighted in yellow.

#	Item No.	Item Description	Quantity	Unit Price	Discount %	VAT Code	Total (LC)
1	AG00001	LKW	2		0,0000	V2	
2	B10000	Etikettendrucker	1	65,00000 EUR	0,0000	V2	65,00 EUR
3	A00006	Rainbow 1200 Laserdrucker	1	105,00000 EUR	0,0000	V2	105,00 EUR
4	C00001	Motherboard BTX	50	55,00000 EUR	0,0000	V2	2.750,00 EUR
5	C00002	Motherboard MicroATX	1	65,00000 EUR	0,0000	V2	65,00 EUR
6	B10000	Etikettendrucker	1	65,00000 EUR	0,0000	V2	65,00 EUR
7					0,0000	V2	

Below the table, there are fields for Buyer (-Kein Vertriebsmitarbeiter) and Owner (Leitner, Robert). On the right, there is a summary section with fields for Total Before Discount (3.050,00 EUR), Discount, Total Down Payment, Freight, Rounding (0,00 EUR), Tax, Total Payment Due (3.050,00 EUR), Applied Amount, and Balance Due (3.050,00 EUR). At the bottom, there are buttons for 'Add & New', 'Cancel', 'Copy From', and 'Copy To'. A 'Remarks' field contains the text: 'Based on goods receipt (Order) 341. 342.'

#### 4.5 The document goes into the archive

Finally, the open transaction is set to completed and updated in the workflow, which activates the macro "Update archive" and this transfers the document to the archive.

## Chapter 5 Licensing of the Novaline workflow

Start the Novaline Workflow of the programme group Novaline Software, Novaline Workflow; Administration.

The workflow opens. A message appears stating that the database is not up to date. Confirm the message with OK (Fig. 3.1).

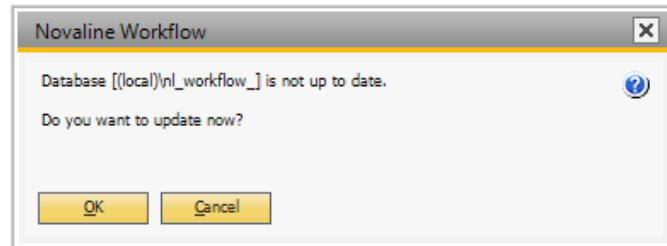


Fig. 3.1

Then confirm the login dialogue with the username *Administrator*, the password remains blank.

In the *DEMO licence* dialogue confirm the *licence request* button (Fig. 3.2). In the following dialogue select the button *Open licence file* and read in your valid licence key. If you do not have a valid licence key, please request one from Novaline Informationstechnologie GmbH by telephone on +49 (0)5971 868-0 or via mail at [vertrieb@novaline.de](mailto:vertrieb@novaline.de).

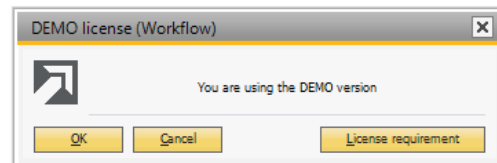


Fig. 3.2

**Your Novaline team wishes you much success!**