

DocuWare-Business Central Integration

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IDEA OF THE INTERFACE

It makes sense and usefulness to store all documents in the company in a data pool and to connect them to Microsoft Dynamics Business Central as far as possible and sensible. It is advantageous to always use standard functions that the applications come with out of the box. This automatically results in a minimum of adjustments to standard functions and special programming.

A DocuWare archive is always the starting point for integration. All documents that you archive in DocuWare are also displayed in Business Central, where they can be linked to other processes or areas. It is completely irrelevant where the data comes from. For example, it is possible to automatically import e-mails into DocuWare using standard DocuWare tools. Through the integration, these can be linked to the associated contacts and displayed below them in tabular form in chronological order.

A document can be viewed from within Business Central with a mouse click or keyboard shortcut. This involves logging in to DocuWare. DocuWare checks whether the user is allowed to see the document. The Docuware web client will then open and display the receipt. This means that the user immediately has the full range of DocuWare tools at his disposal, can freely switch between the applications and thus work in both applications.

INSTALLING AN ARCHIVE IN DOCUWARE

In order to operate the DocuWare-BC integration, you can basically use any archive that is created in DocuWare and to which you have read and write permissions.

To assign documents in Business Central, master data and transactions, it makes sense to use specific index fields. For example, it is not possible to assign documents to a vendor without having a field for the vendor number.

We also provide an XML file that can be used to create the archives in DocuWare. This file contains an archive that contains all the fields that have been proven in practice. Of course, the archives created here can be expanded or shortened with any fields

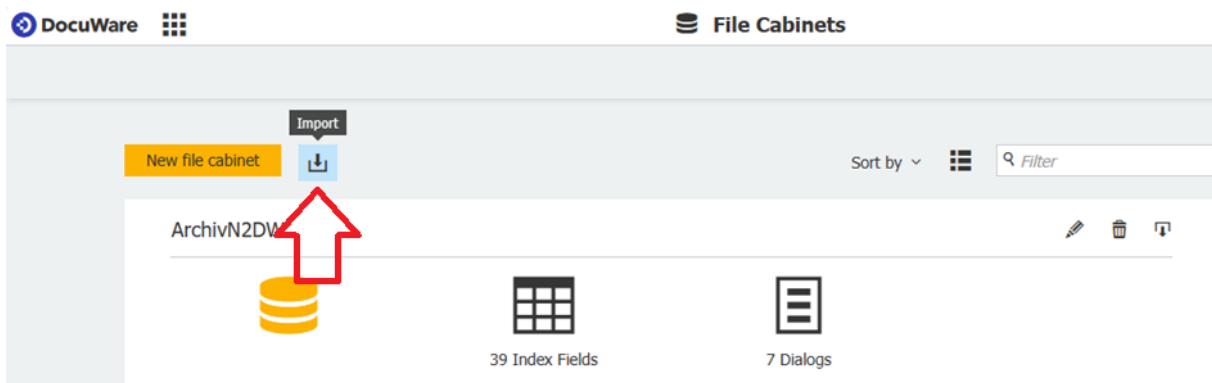
Our recommendation:

- To create the archives, use the XML file provided by us. This minimizes the setup effort and the index fields are based on the Business Central field names. Furthermore, the names of the database columns are in English, so that the archive can be adapted to other languages as easily as possible. A Wizard-supported setup in Business Central is therefore also available for all other languages.
- Fields that correspond to Business Central should be created with the correct lengths. Otherwise, the data may be truncated when it is copied into other corresponding smaller database fields in Business Central.
- Use different archives for different areas. For example, you can create an archive for commercial documents (invoices, reminders, delivery notes, etc.) and an archive for technical documents (manuals, technical drawings, certificates, etc.).
- When working with multiple tenants in Business Central, it is often necessary to have an archive for all tenants. The reason for this can be, for example, an invoice verification workflow in DocuWare that is the same for all clients. In such a case, you have to work with a client field. A client field is a text field in the DocuWare archive. When the data is exchanged with Business Central, the archive is filtered to this tenant field. Conversely, this means that the client field must be a mandatory field for document storage.
- Approval workflow: If you use an approval workflow in DocuWare, we need a status field so that the status in Business Central can be responded to and filtered. E.g. Switching to "RELEASED" can then trigger the creation of an invoice.

SETTING UP AN ARCHIVE IN DOCUWARE:

- Creating a DocuWare Archive
 - Log in to your DocuWare application
 - In the DocuWare Client in your browser, switch to Configuration
 - This will open the configuration overview with the available setup areas.
 - In the "Document Storage" row, go to Archives

Select the upload button in the upper area to create a new archive with the help of the XML file.

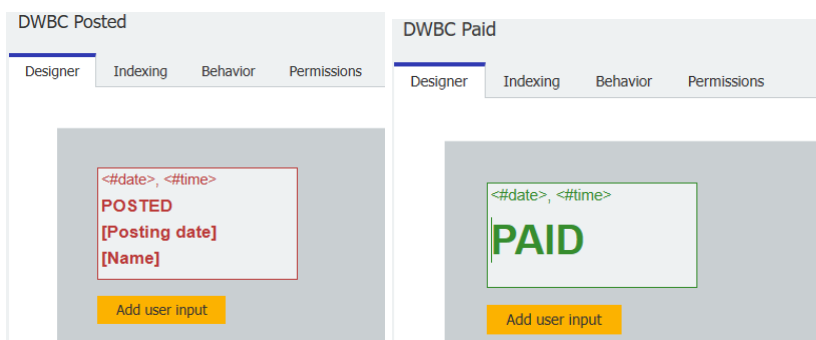


In the window that opens, select the file "DocuWare-BC Template Documents.xml".

Once confirmed, the DocuWare Archive Setup Wizard opens. Next, assign the archive name and confirm the creation of the new archive with "Next".

SETTING UP STAMPS

When posting documents, you have the option of transferring stamps to DocuWare on the document. Usually, Paid and Booked stamps are used for this. The stamps can be created as picture stamps or as text stamps. If you create 2 stamps with the names Booked and Paid, they will be recognized directly by the setup wizard and created.

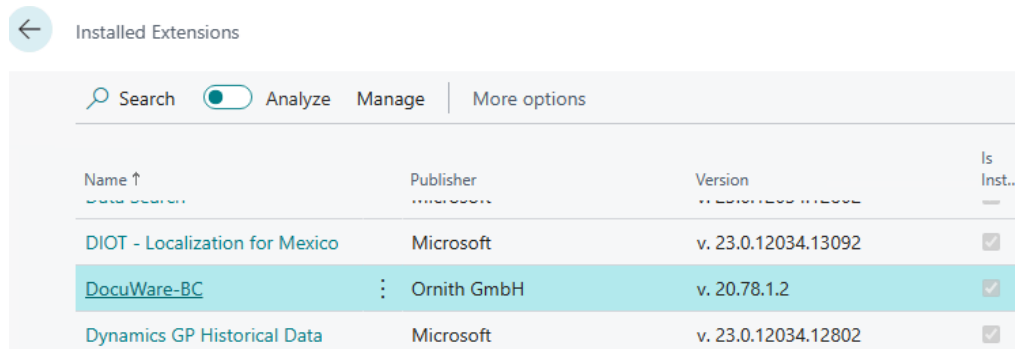


DOCUWARE EXTENSION IN BUSINESS CENTRAL

INSTALLING THE EXTENSION IN BUSINESS CENTRAL

We will install the APP in Business Central for you.

In the extension management in Business Central, you will find the installed app.



In the extension settings, the Allow HttpClient requests switch must be turned on. This setting is important so that your Business Central can communicate with the drag-and-drop file.

DocuWare-BC

General

App ID ed69fb2c-8726-42c1-b16e-894f... Publisher Ornith GmbH
Name DocuWare-BC Allow HttpClient Requ...

Once installed, the DocuWare-BC integration is available to all users in your database.

For checking, you can, for example, switch to a sales order and check whether you see the DocuWare Drag&Drop file. Storing a file should now lead to an error message, as the DocuWare-BC integration must first be set up and connected to a DocuWare application.

SETTING UP THE EXTENSION IN BUSINESS CENTRAL

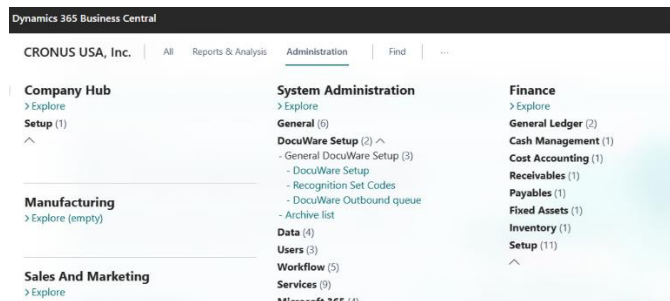
In order to use the DocuWare-BC integration, Business Central must be connected to DocuWare and set up.

DocuWare provides us with a very good communication interface for data exchange. This allows us to read almost all information from the DocuWare system and also send documents, index fields and stamps to DocuWare.

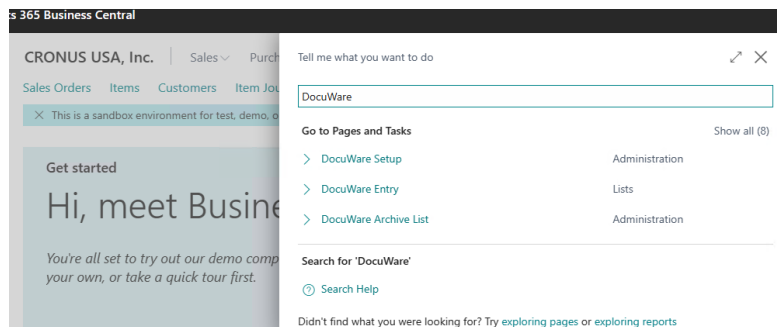
This communication interface is the only way we exchange data between Business Central and DocuWare. This has the advantage that there is no difference in the setup whether you have opted for DocuWare in the cloud or on-premise. Of course, the same goes for Business Central. There is no distinction between the on-premise and cloud variants in the setup.

The setup for the DocuWare-BC integration can be found in the Business Central Client under "Explore All"

Under the Administration -> System Administration, you will find the facilities you need.



However, it is easier to enter DocuWare in the search field and you will be taken directly to the DocuWare setup. From there, you can navigate to all the setup pages.



For the first few setup steps, let's start with the global "**DocuWare Setup**"

DocuWare Setup

New | Actions | Related | Automate | Fewer options

General

Host Organization-ID

User name Organization-GUID

Password Delete older Log Entr...

Login Method All Number series uni...

Organization

Scheduled Task

Send documents via ... Write index fields via ...

Read documents via ... Start with receive to ...

Drag & Drop

Drag & Drop Login N... Number of groups di...

Drag & Drop Login P... Number of Drag & D...

Additional Columns >

License

Fill in the following fields:

- Hostname
- Username
- Password

The "All number series are unique" switch has the following meaning:

- If you have set up all number series in your Business Central in such a way that each document number can only occur once, set this switch to ON. Most companies have unique number series. This has the decisive advantage that documents can only be assigned to transactions and documents via the reference number in the DocuWare archive and the document number in Business Central. This results in much less setup effort in Business Central. When documents are stored in DocuWare, the entry effort is virtually halved, because only a corresponding document number has to be entered in the Reference field and not an explicit area in which the data assignment is carried out.
- If you use the same number series in individual areas, as is the case in the Cronus client, for example, you must omit these switches. However, this also means that they have to use the Recognition Set field when selecting documents to decide in which areas the document will be located. Of course, this field can also be filled in automatically in DocuWare using the corresponding filing dialogs.

IMPORTANCE OF THE SWITCHES IN THE "SCHEDULED TASKS" SECTION

- Transferring Documents to DocuWare
 - Enabling "Transfer Documents via Scheduled Task" means that the outgoing documents from Business Central are transferred to DocuWare by executing the task queue items.
- Retrieving Data from DocuWare and Creating DocuWare Entries
 - Enabling "Retrieve Documents via Scheduled Task" means that the records that belong to the DocuWare documents are retrieved by executing the task queue items. This process forms the DocuWare items in Business Central.
- Transfer indexing to DocuWare
 - Turning on "Transfer index data via scheduled task" means that automatic indexing is performed by executing the task queue items.

SETUP FIELDS IN THE "DRAG AND DROP" SECTION

- Drag & Drop Login Name and Drag & Drop Login Password
 - These fields are optional. If you enter a DocuWare login here, this data will always be used to store documents via drag and drop.
 - If you leave these fields blank, the login credentials are pulled from the Business Central User Setup table.
- Number of groupings
 - In the documents under the drag and drop storage field, the documents belonging to the process are displayed as a link. The number of links is set here and can be between 0 and 10. Grouping is done by document type. If the number of groupings is not sufficient, then the last item is listed as "Other species..." displayed.

DocuWare Drag & Drop



...

Auftragsbestätigung (4)
Dokumentart Drei (1)
Dokumentart Eins (1)
Andere Arten... (13)

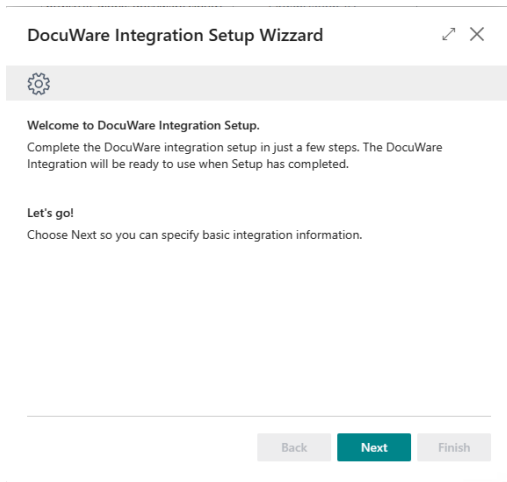
- Number of Drag & Drop Setup Lines
 - This shows the number of drag and drop setup lines. The LookUp also takes you to the furnishing lines.

SETTING UP THE ARCHIVES IN BUSINESS CENTRAL AND CONNECTING THEM TO DOCUWARE

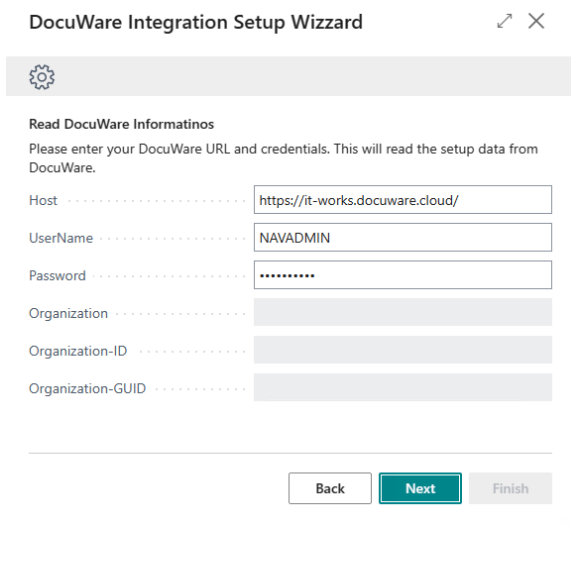
In the DocuWare Setup page on the ribbon under Actions, you will find the DocuWare Setup Wizard. Go to it to get started with the DocuWare archive setup in Business Central. You have the option of setting up one or more archives in Business Central for data exchange with DocuWare. First, launch the setup wizard.

DocuWare Setup

	New	Actions	Related	Automate	Fewer op
General		Read License Key			
		Check License Key			
Host	...			cuware.cloud/	
		Run DocuWare Setup Wizard			
User name					
		Prepare Cronus Company			
Password					
		Use short menu			



Confirm the information window with Next and proceed to the setup.



In the next step, the login data stored in the DocuWare setup will be displayed. Of course, you can also change or enter this data here. This data is then written back to the DocuWare facility. Click "Next" to confirm.

In the next step, you will get a list of all archives in DocuWare to which you have access permission. By checking the boxes, you can select the archives for which the setup data will be transferred to Business Central.

Even if changes were made to the DocuWare archive in DocuWare at a later date and you need this information in Business Central, use the wizard with this step.

DocuWare Integration Setup Wizzard



Available archives

Select the archives to save the data in BC.

Archive name ↑	Archive Caption name	Number of entries	Save in Data...
→ DWBC PRESE...	DWBC Presentation	65	<input type="checkbox"/>

In the window that opens, select the archive(s) for which you want to create the setup. If there is already a setup for the selected archive, it can also be overwritten.

DocuWare Integration Setup Wizzard



Show created archives.

Select the archives for which an archive-setup in BC should be created. If you click Next, setup data for the selected archives will be saved in the database.

Archive name ↑	Archive Caption name	Number of entries	Archive already exists	Save Data	Use Setup File	Create Setup	Create Drag/Drop Setup	Overwrite Existing Archive	Use instead of
→ DWBC PRESENTATI...	DWBC Presentation	65	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

DocuWare Integration Setup Wizzard



Created archives.

The transfer of the data has been completed. Click "Finish" to close the wizzard, create the job que entry and start the archive-setup.

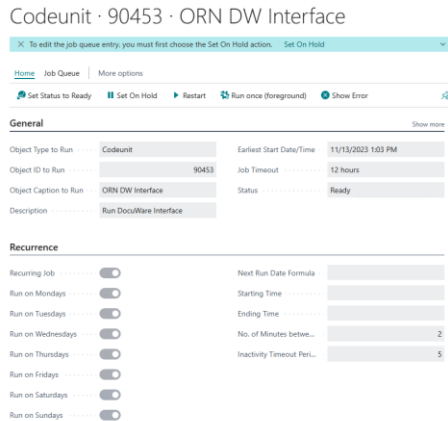
- Create job que entry
- All number series are unique
- Create recognition set
- Create report trigger entries

Archive name ↑	Archive Caption name
→ DWBC_PRESENTATION	DWBC Presentation

On the last page you will find a summary of the archives that have been taken over.

Furthermore, there are 4 switches that have the following meaning:

- **Creating Task Queue Items**
 - Data exchange between DocuWare and Business Central is done using Business Central's standard "Task Queue" functionality. To do this, you need to create a task queue item with some facilities. Setting this switch causes this entry to be made by the wizard.



- All number series are unique
 - This switch may only be set if all number series generate unique document numbers. The setting is transferred to the DocuWare setup.
 - The importance of uniqueness of number series has already been described above.

- Creating a Detection Set
 - You only need to set this switch if the number series are **not** unique.
 - Detection sets are then created for the individual areas. Of course, these can also be changed manually later.

- Creating Report Triggers Sample
 - In order to set up documents for export to DocuWare, so-called triggers must be created in a setup table.
 - Setting this switch means that an entry is created for all reports that are stored in the standard report selection table.
 - If you don't want to transfer all reports to DocuWare, you can of course delete these entries again.

Now confirm this window with "Finish". Your DocuWare-BC integration is now fully set up and ready to use. Just give it a try. For example, call up a sales order and drag and drop a file.

DETAILED DESCRIPTION OF THE DOCUWARE-BC INTEGRATION SETUP

Open the Business Central setup via search by typing in DocuWare. Go to the DocuWare setup here. From there, you can navigate to all the other setup pages.

GENERAL DOCUWARE SETUP

DOCUWARE SETUP:

The DocuWare Setup window has already been described earlier in the document. Here we will go into the further points in the ribbon.

DocuWare Setup

New | Actions ▾ | Related ▾ | Automate ▾ | Fewer options

Under Action you will find the menu item DocuWare Setup Wizard. This has already been described in detail. Under Related, you will find further branches to facility data that do not refer to a specific archive, but globally to the DocuWare setup in Business Central.

- DocuWare Global Parameters
 - Under this menu item you will find ALL the equipment that has been fetched from DocuWare by the wizard.
 - This page is read-only and informational.
 - If facilities have been changed in DocuWare that are relevant for Business Central, this page must be updated via the wizard.
 - Alternatively, the data in this table will also be updated if you have extended the archive in DocuWare and the data exchange is running on an error due to missing setup data.
- Drag & Drop Setup
 - In this window, assignments to the document types are set up for drag & drop storage.
 - The following fields must be filled:
 - Range: Select an area from the possible options.
 - Archive Name: Select the archive to which the files are to be moved via drag and drop.
 - Detection set: Here you only need to select a detection set if you have set the switch "All number series are unique" to OFF in the DocuWare setup.
 - Selection of document type: Here you have to select a document type set. The document types that are set up in the document type set are then available to the user for selection in the drag & drop file.
 - You only set the Fixed Document Type field if you do not want to provide the user with a selection, but always want to transfer a fixed value to DocuWare.
 - In the Max file size field, you can specify the maximum size of the files that can be stored via drag and drop. The information is in MB. We recommend setting this value to 20.
- Selection of document type
 - Document Type Groups are required to offer the user document types that can be selected when dragging and dropping documents.

Document Type Groups

Scope	Range	Archive Name	Description
Drag & Drop			Assembly
Drag & Drop	BANK		Bank
Drag & Drop	CONTACT		Contact
Drag & Drop	CUSTOMER		Customer
Drag & Drop	CUSTOMER ENTRY		Customer Entry
Drag & Drop	EMPLOYEE		Employee
Drag & Drop	FINANCIAL		Financial
Drag & Drop	ITEM		Item
Drag & Drop	JOB		Job
Drag & Drop	LOCATION		Location
Drag & Drop	PRODUCTION		Production
→ Drag & Drop	:	PURCHASE	Purchase
Drag & Drop		RESOURCE	Resource
Drag & Drop		SALES	Sales

- The Groups document type takes you to the Groups document type setup.

Document Type	Open Subj... Input Field	Description	Set Stamp on Document	Stamp
→ Document type One	<input type="checkbox"/>			
Document type Two	<input type="checkbox"/>			
Document type Three	<input type="checkbox"/>			
Document type Four	<input checked="" type="checkbox"/>			
Document type Five	<input checked="" type="checkbox"/>			

- In this table you can enter the type of document that is offered.
- If you check the "Open Subject Input Field" column, the user will be prompted to enter another subject when filing the document.
- The Description field has no further meaning and is used to enter notes.
- In the "Put stamp on document" field, you can enter a stamp that will be applied to it directly when documents are stored.
- The "Stamp Location" and "Stamp Fields" fields are described under Stamp Setup.

DOCUMENT FLOW SETUP:

- Document Flow Setup
 - This window is used to set up the document batches displayed in the role center.
 - The following fields must be filled:
 - Description: Enter the display name for the batch here
 - The assist button on the description field opens the DocuWare Items window. In this window, you can now set arbitrary filters. The set filters are then used in the Role Center to display the stacks.
 - Use Document Editor Filters: If you want to customize the batches per user, you can check this box and set a filter to the user name in the "Document Editor Filter" field in the user setup table.
 - Use Document Department Filter: This field is similar to the "Use Document Editor Filter" field
 - Active: This check mark sets the record to active, otherwise the record will not be displayed in the role center.
 - Document Flow Setup Window

Entry No. ↑	Description	Use document editor filter	Use doc. department filter	Doc. Flow enabled
→ 10000	Purchase Invoice (New)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20000	Purchase Invoice (Released)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30000	Purchase Invoice (Posted)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40000	Purchase Credit Memo (New)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Display window in the Role Center

Document Flow ▾

Number of Entries	Doc. Flow	Description
0		Purchase Invoice (New)
2		Purchase Invoice (Released)
0		Purchase Invoice (Posted)
0		Purchase Credit Memo (New)

- This makes it possible to create arbitrary batches for any area of the company and to display and process the documents status-based and/or personal.

RECOGNITION SET CODE:

This table is only required if the number series are not unique and the switch "All number series are unique" is not set in the DocuWare setup .

Recognition Sets ✓ Saved

Search Analyze New ▾ Edit List Delete More options

Code ↑	Description
CUSTOMER	Customer
→ PURCHASE ORDER	Purchase Order

You can create a code and a description in this table. The ribbon takes you to the setup of the individual row. In the table behind it, you can select one or more tables that belong to the detection set.

PURCHASE ORDER ✓ Saved

Recognition Set Setup Search Analyze + New Edit List Delete

Check tables ↑	Description
→ Purchase Order	
Purchase Quote	
Purchase Invoice	
Purchase Credit Memo	
Purchase Blanket Order	
Purchase Return Order	

DOCUWARE OUTBOUND QUEUE:

In this page you can see all index entries and reports that are to be transferred to DocuWare. Nothing needs to be entered in this window and is rather informative in nature. It shows us the transfer state of the index fields and reports. Ideally, the window should always be empty. Otherwise, there will be entries with meaningful error descriptions in this table. The errors are usually due to setup errors.

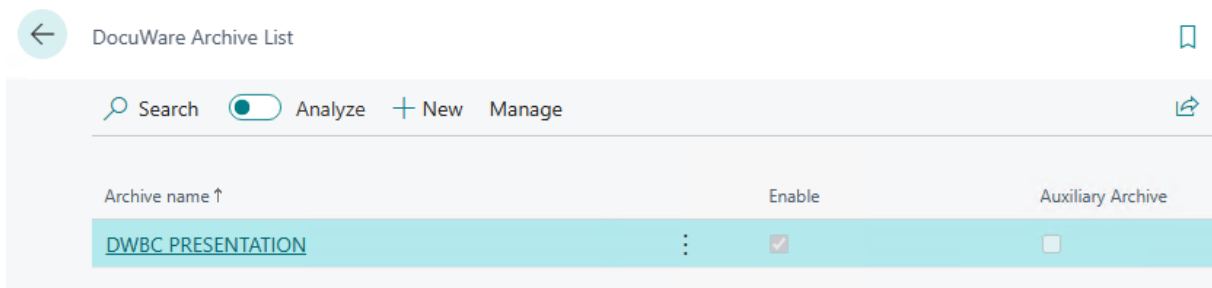
LICENSING:

In the ribbon under Actions, you will also find the menu items Import License File and Check License. The license file will be provided to you by your supplier. This is then read in during commissioning. Check License returns an error message if, for example, the license is time-limited and the expiration date has been reached. If your license is valid, there will be no further message.

You do not need a license to use it in the Cronus client. The DocuWare-Business Central integration is valid in the Cronus tenant without restriction and indefinitely.

ARCHIVE LIST:

This page displays all archives that are set up in Business Central. These can also be archives that are not activated.



SETTING UP THE DOCUWARE ARCHIVES

You can use the archive overview described above to open the map for the respective archive.

GENERAL ARCHIVE SETUP:

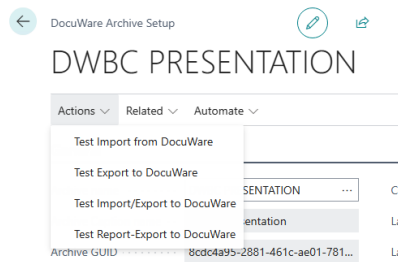
- Group General
 - Archive Name
 - Archive name that is registered in DocuWare.
 - Last import on: and Last import at:
 - is used by the interface as control panels. Nothing needs to be entered here. These fields serve as control panels. They show when the synchronization last started.
 - Active
 - A check mark in this field means that the archive will be included in the comparison.
 - Auxiliary Archive
 - A check mark in this field means that this archive is a special archive and is only used to transfer master data and document data from Business Central to DocuWare. Communication is then carried out in only one direction. To set up auxiliary archives, see Auxiliary Archives later in this document.
 - Client Field Field Label

- Is optional: If an archive is used for multiple clients, the description for the client field must be entered here.
 - Tenant name in DocuWare:
 - Enter the name of the client in DocuWare here.
 - Max. number of documents to be transferred
 - Specify here how many documents (table entries) are picked up by DocuWare. To ensure that there are no impairments during transmissions of large transmission volumes, you can define the packet size here.
 - Recommendation is 100
 - Max. number of index fields per export
 - Specifies how many index entries in the package are transferred to DocuWare per job.
 - Recommendation is 1000
 - Maximum number of reports per export
 - Specify how many outgoing reports are transferred to DocuWare in the block. To ensure that there are no impairments during transfers of large transmission volumes, you can define the packet size here.
 - Recommendation is 50
- Assignment
 - Index for Document Type
 - Enter the field that represents the document type in DocuWare.
 - Index Fields for Mapping
 - Specify the DocuWare index field that will be used for the assignment. Typically, the Reference field is used.
 - Field Detection Set
 - Enter the field that is set up in DocuWare for the detection set.
 - Report ID Name Field Label
 - Enter the field that is set up in DocuWare for storing the report ID.
- Index Description Enter the names from DocuWare in these fields. You can copy these from the DocuWare Global Parameters table using LookUp.
- Web Client
 - URL for web client
 - Link for accessing the web client via a browser. Example:
<https://MeineFirma.docuware.cloud/Docuware/platform/WebClient/1000111/Integration>
 - GUID of a Result Display dialog
 - You can copy these from the DocuWare Global Parameters table using LookUp.
 - Instant display

- If this switch is set, the documents from DocuWare will be displayed directly without the DocuWare item table, if there is only one option.
- Search for customer, search for vendor
 - These fields are optional. If you want customers/credits to be found and assigned automatically, fill in these fields according to their field labels.
- Book Purchase, Book Sale, Book Service
 - Here you can enter document types for invoice and credit notes. As a result, the system can, for example, create journal sheets with the correct document type.
 - If you want to transfer booking data back to DocuWare after booking, you must turn on the "Change status during booking" switch. The "Execute post-indexing" switch means that automatic indexing is executed again after posting. This is necessary if indexations from posted documents (e.g. G/L accounts from invoice lines) are to be transferred to DocuWare.

ARCHIVE SETUP ACTIONS:

- Ribbon
 - Actions



- Test Import DocuWare to BC
 - With this call, the import that would otherwise be performed by the task queue items will be called manually for that one archive. Any errors that occur due to incorrect setup are displayed directly here.
- Test Export BC to DocuWare
 - With this call, the export is called manually, analogous to the import
- Test report export to DocuWare
 - When called, the report export is called manually, analogous to the import

ARCHIVE SETUP RELATED:

Related



- **Field Selection**
 - In this page, all other fields can be mapped for automatic indexing. A distinction must be made here between the typical Business Central fields such as customer number, vendor number. These fields are stored in the archive setup as described above. All other fields such as name, postal code, amount, posting date, etc. can be connected to the Business Central tables using this field selection.
 - Furthermore, many facilities can still be made for document creation and document verification. The field selection is described in detail below under Field Selection Setup.

DocuWare field selection

Entry No. ↑	Archive name ▼	Field selection type	Field selection doc. type	Index name ▼	Table No.	Table name	Field No.	Field Caption
10000	DWBC PRE...	Transfer BC...		Ext. document number	36	Sales Header	11	Your Reference
50000	DWBC PRE...	Transfer BC...		Cost object	37	Sales Line	41	Shortcut Dimension 2 Code
60000	DWBC PRE...	Transfer BC...		Ext. document number	110	Sales Shipment ...	11	Your Reference

- **Report Selection**
 - In this page, you can specify which reports are to be stored and tagged as outgoing documents in DocuWare.
 - The report selection is described in detail below under Setup Field Selection.
- **Document Type Group**
 - The Groups document type takes you to the Document Types setup sets.

Document Type Groups

Scope	Code ↑	Description
Report	PRUCHASE RECEIPT	Prurchase Receipt
Report	PURCH. BLANKET ORDER	Purch. Blanket Order
Report	PURCH. RETURN ORDER	Purch. Return Order
Report	PURCHASE CREDIT MEMO	Purchase Credit Memo
→ Report	PURCHASE INVOICE	Purchase Invoice
Report	PURCHASE ORDER	Purchase Order
Report	PURCHASE QUOTE	Purchase Quote

- In the Setup document type, you can specify which fields are to be indexed directly with document archiving in DocuWare. As a rule, the document type is sufficient here. All other fields can be filled in via automatic indexing.

Report · DWBC PRESENTATION · PURCHASE INVOICE

Report Document type Setup

Archive name ↑ ▼	Code ↑ ▼	Index field desc.	Index value
→ DWBC PRESENTA...	PURCHASE INVOI...	Document type	Purchase Invoice

- **DocuWare Outbound Queue**
 - Here you can also open the outbound queue as under the global setup. The outbound queue is then filtered to the appropriate archive
- **DocuWare Documents**
 - This menu item will take you to the DocuWare entries. These are filtered to the appropriate archive.

DOCUMENT ARCHIVING FOR OUTGOING REPORTS

You can have outgoing reports automatically archived in the DocuWare-Business Central integration. Typical reports for archiving include purchase orders, sales invoices, sales credits, sales delivery notes, and reminders. To set up the outgoing reports, go to the archive setup of the archive in which you want to store these reports and open the report selection under Related.

When you set up the DocuWare-Business Central integration using the setup wizard, you can set up the reports for archiving as well. This happens when you set the switch "Create Sample Report Triggers" on the last page of the setup wizard. Setups are made for all reports found in the report table (sales reports, purchase reports...) in Business Central. You can easily delete reports that you do not want to archive from the Report Selection table.

- Report Selection
 - The fields in detail:
 - Report No.
 - Select the report you want to archive here
 - Selection of Document Type Group
 - Here you define which type of document is to be entered when the report output is stored in DocuWare.

Archive name ↑	Code ↑	Index field desc.	Index value
→ DWBC.PRESENTA...	PURCHASE_ORDER	Document type	Purchase Order

- Detection Set
 - You only need to select a recognition set if your number series are not unique.
 - Print Output Trigger
 - There are 2 options available here...
 - Transfer Document Attachment
 - Selecting this option means that document creation and filing that are stored via the standard "Attach as PDF" function are transferred directly to DocuWare and tagged.
 - Create Document Attachment (Trigger)
 - This option has the consequence that, for example, a print stream is stored in the file attachment table. It does not matter whether you have previously selected "Book and Print", "Book and Send" or only "Book".
 - In any case, you will need a second entry with the report, which will then transfer the data to DocuWare.
 - Deleting a source in the document attachment
 - Select this field so that the Document Attachment table in Business Central is cleaned up again and the Business Central database is not bloated with documents.
 - Multiple archiving
 - There are two options here
 - Simple archiving, which means that archiving in DocuWare takes place only once. E.g. for sales invoices.
 - Multiple archiving, which means that reports are stored multiple times in the archive. E.g. for shopping orders. The changes should be archived chronologically and recognizable.

- Table number
 - This is where you need to specify the table to which the report refers. E.g. purchase order is the 38 "Purchase Header"

AUTOMATIC INDEXING

All documents stored in the DocuWare archive are synchronized to Business Central. It doesn't matter whether the documents were brought to the archive from outside, e.g. by e-mail retrieval, or from Business Central through automatic archiving.

By changing the index or by refileing the documents, the documents in DocuWare get a new timestamp. This information can be used to retrieve changes and new documents from DocuWare. When entering Business Central, you go through a central search function. This search function tries to find records based on the reference field specified in the archive setup. These are, for example, master data (vendor, contact...) or transaction data (sales order, purchase delivery, goods receipt...). If a record is found for the content of the reference field, it is automatically indexed. This is divided into 2 sections.

- DocuWare Item Fields:
 - For this purpose, all fields that are entered in the DocuWare archive facility under the "Index Description" group are indexed. No other facilities are required here.
- All other fields:
 - All fields that are not in the "Index Description" group can be set up via the field selector. This is described separately below.

FIELD SELECTION SETUP

Field selection is a very powerful and complex tool. The best thing to do is to use the setup wizard to fill the field selection with examples and delete the rows you don't need.

The field selector is the setting up location for the following processes:

- Data transfer to and from DocuWare
- Data Transfer to Documents and Journal Sheets for Posting
- Transfer and status switching when booking
- Setting up status and amount verification for invoice verification
- Setup for transferring master and transaction data to auxiliary archives

DocuWare field selection

Entry No. ↑	Archive name ▼	Field selection type	Field selection doc. type	Index name	Table No.	Table name	Field No.	Field Caption
→ 10000	DWBC PRE...	Transfer B ▼		Ext. document number	36	Sales Header	11	Your Reference
20000	DWBC PRE...	Transfer BC to DW		Please fill out	36	Sales Header	32	Currency Code
30000	DWBC PRE...	Create vend. Idg. entry		Please fill out	36	Sales Header	0	
40000	DWBC PRE...	Apply vend. Idg. entry		Please fill out	36	Sales Header	0	
50000	DWBC PRE...	Create cust. Idg. entry		Please fill out	36	Sales Header	0	
60000	DWBC PRE...	Apply cust. Idg. entry		Cost object	37	Sales Line	41	Shortcut Dimension 2 Code
70000	DWBC PRE...	Create Purch Quote		Ext. document number	110	Sales Shipment ...	11	Your Reference
80000	DWBC PRE...	Create Purch Order		Please fill out	110	Sales Shipment ...	32	Currency Code
90000	DWBC PRE...	Create Purch Invoice		Please fill out	110	Sales Shipment ...	0	
100000	DWBC PRE...	Create Purch Credit Memo		Ext. document number	112	Sales Invoice He...	11	Your Reference
110000	DWBC PRE...	Create Purch Return Order		Please fill out	112	Sales Invoice He...	32	Currency Code
120000	DWBC PRE...	Create Sales Quote		Please fill out	112	Sales Invoice He...	0	
130000	DWBC PRE...	Createsales Order		Ext. document number	114	Sales Cr.Memo ...	11	Your Reference
140000	DWBC PRE...	Create Sales Invoice		Please fill out	114	Sales Cr.Memo ...	32	Currency Code
150000	DWBC PRE...	Create Sales Credit Memo		Please fill out	114	Sales Cr.Memo ...	0	
		Create Sales Return Order		Please fill out	114	Sales Cr.Memo ...	0	
		Create Service Quote		Ext. document number	38	Purchase Header	68	Vendor Invoice No.
		Create Service Order						
		Create Service Invoice						
		Create Service Credit Memo						
		Create G/L Journal						
		Transfer D...						

Setting up the field selection in detail:

- Transfer BC to DW
 - If a document with master data or transaction data has been assigned to a document in Business Central based on the content of the reference field, any data can be re-indexed here.
 - Field Selection Type = Carryover BC to DW
 - Index name = index name from DocuWare
 - Table No. = Table number from which the data comes
 - Field number = field from which the data is read
 - Selection table filter: Here you can enter a filter that fits the table.
 - Example: Where(Document Type=Filter('Order'), Currency Code=Filter(''))
 - The syntax of the filter can be checked under "Display Data and Check Selection Filters" actions.
 - Fixed value
 - Here you can enter any value that will be used.
 - In the Set Stamp to Document field, you can enter a stamp, e.g. "Assigned".
 - Choice
 - This field is used, for example, if a filter is entered on the document header and only if the document header corresponds to the filter, information from the lines should also be transferred. For example, if you want to transfer accounts, items, or dimensions from the sales lines to a keyword field.
- Transfer DW to Business Central
 - If a document with master data or transaction data has been assigned to a document in Business Central based on the content of the reference field or has been linked to the DocuWare items in the map, any data can be re-indexed here.
 - Field Selection Type = Transfer DW to BC
 - Index name = index name from DocuWare
 - Table No. = Table number of the table in which the data is to be written.
 - Field number = table field into which the data is to be transferred
 - Selection table filter: A filter can be entered here to select which Business Central documents the data is applied to.
 - Example: Where(Document Type=Filter('Order'))
 - Field "Credit Invoice No."
 - Example: Where(Document Type=Filter(Credit Memo))
 - Field "Credit Memo No."
 - The syntax of the filter can be checked under "Display Data and Check Selection Filters" actions.
 - Fixed value
 - Here you can enter any value that will be used.
 - In the Set Stamp to Document field, you can enter a stamp, e.g. "Assigned".
 - Validate Field
 - You can check this box if, for example, you set the document date and you want the program functions to be executed, as if you were entering the data manually.
 - Change Sign
 - A check mark here causes the sign to be changed
- Creating Vendor Entries
 - An invoice or credit memo in Business Central that is linked to a DocuWare document can be indexed when the vendor line item is posted and generated. For example, the vendor name, amount, dimensions, status, etc. can be transferred to the document according to DocuWare. Typically, this is used to continue or terminate an invoice verification workflow in DocuWare.

- Field Selection Type = Create Vendor Entries
 - Document Type Field Selection:
 - Here you enter the type of document to which the field selection is to be applied. E.g. Purchase Invoice
 - Indexname = Index name from DocuWare to be written. E.g. status, gross amount, business partner name
 - Table No. = Table number of the table into which the data is to be read.
 - Field number = table field from which the data is to be read
 - Fixed value
 - Here you can enter any value that will be used.
 - Fixed value at item closure
 - A check mark can be set here if the content of Fixed Value should only be set when the item has been closed.
 - Here, you can control the workflow in DocuWare accordingly for partial payments.
- Clearing Vendor Entries
 - The field selection is to be applied and set up in the same way as for create vendor entries. The only difference is that this setup is not used when creating but when settling, e.g. by payment, partial payment, credit, manual balancing
 - Create Customer Items, Settle Customer Items
 - In this case, the setup is to be handled in the same way as for vendor entries.
 - Creating Receipts
 - You can create documents from the DocuWare items and post them directly or later. The idea here is to use data once it has been collected in DocuWare in Business Central without any further manual effort.
 - You can create receipts for purchasing, sales, service, and book pages
 - Field selection type = "Create purchase invoice" (or other documents)
 - Document Type Field Selection:
 - Here you enter the type of document to which the field selection is to be applied. E.g. Purchase Invoice
 - Index name = index field in DocuWare from which the data is read. Example: Ext. Document Number
 - Table No. = Table number of the table to which the data will be transferred
 - Field number = table field in which the data is written
 - Change Sign
 - A check mark here causes the sign to be changed
 - Decimal separator and text format
 - All data coming from DocuWare is transmitted as text. Sometimes it is necessary to react to different localizations. To do this, the decimal separator can be set to a period or comma. For example, the text format can be used to reformat a date.
 - Check Create Vendor Items, Check Create Customer Entries
 - This option is used to check the total amount of the booking with an amount field in DocuWare in the case of an invoice or credit note posting and, if necessary, to cancel the booking or to inform the employee of this.

- Field Selection Type = "Check Create Vendor Lines"
 - Document Type Field Selection:
 - Here you enter the type of document to which the field selection is to be applied. E.g. Purchase Invoice
 - Index name = index field in DocuWare from which the data is read. Example: Ext. "Amount gross"
 - Table No. = Table number of the table with which the data is to be checked
 - Field number = table field with which the data is to be checked
 - "Allowable Difference Up" or "Allowable Difference Down"
 - Here you can enter a tolerance e.g. 0.02 to ignore rounding differences
 - Field Decimal Separator usually has to be set to comma.
 - "Action in case of deviation": Here you specify whether the booking process is cancelled or whether the user receives a notification and can decide for himself whether the booking is canceled.
- You can also check for the status with a fixed value, for example. E.g. Index Name = Status and "Fixed Value" = Released.

FIXED VALUE

In the "Fixed value" field, any text can be entered. It is also possible to enter the following Business Central functions. These are recognized and used by the program.

- CURRENTDATETIME
- WORKDATE
- TODAY
- TIME
- USERID

If you make an entry in the "Fixed value" field, it will always be used. The Table No. and Field Number fields can then be left blank.

SELECTION TABLE FILTERS

Filters can be entered in the "Selection Table Filters" field in order to react differently to the individual document types.

Example: If you want to post-index the currency code to DocuWare and need to transfer it to Business Central EUR if the currency code field is empty, you can filter as follows: `Where(Currency Code=Filter(""))`

You can also create composite filters.

Example: `Where(Document Type=Filter('Order'), Currency Code=Filter(""))`

To check the syntax of the filter, select Actions->"View Data and Check Selection Filters" on the Page

For more examples and instructions, see SetView Method in Business Central Help

TRANSFER STAMP

You have the option of transferring any stamp to DocuWare and attaching it to a document. For this purpose, there are the following fields:

- Putting a stamp on a document
 - Select a stamp you want to transfer here
- Stamp Location
 - This field is optional. If the field remains empty, DocuWare will search for the best place for the stamp.
 - You can also place the stamp in a specific position. Then enter values here in the following way:
 - X,Y
 - GNP.:
 - Top left: 100,100
 - Mid: 5000,5000
 - Bottom right: 9000,9000
- Stamp Fields
 - Stamps can be created in DocuWare in such a way that they contain fields. These fields can be populated from Business Central in the following way.
 - [<1>,<USERID>]; [<2>,<CURRENTDATETIME>]
 - Each field is framed with []
 - The number is the field ID assigned by DocuWare. Usually, this is a sequential numbering
 - This is followed by the content of the field. These can be fixed arbitrary texts or the following Business Central functions:
 - CURRENTDATETIME
 - WORKDATE
 - TODAY
 - TIME
 - USERID

ESTABLISHMENT OF AUXILIARY ARCHIVES

Auxiliary archives are used to transfer master data and transaction data from Business Central to DocuWare. In DocuWare, this data is used in workflows for checking, preparing, and pre-assigning documents.

You must mark a helper archive in the archive setup with the Auxiliary Archive switch and select a field as the key field.

For this purpose, tables and their fields can be selected in the setup, which are transferred to DocuWare.

Initial filling: For the go-live of a facility, the auxiliary archive usually has to be supplied with data. The field selector can be used for this. More information can be found in the "Field Selection Auxiliary Archives"

FIELD SELECTION AUXILIARY ARCHIVES

In the field selection, you will find in the field selection type "Export Auxiliary Archive" and "Initial Filling Auxiliary Archive"

Create a row in the field selection with the field selection type Auxiliary Archive. In Index Name, select the field in which the data is to be written. Use the table number and field number to select the data that you want to transfer to the helper archive.

Initial filling of the auxiliary archives:

Create a line with the field selection "Initial Filling Auxiliary Archive". Select the fields in the same way as for "Export Auxiliary Archive". In addition, enter a filter in the Selection Table Filter field. Next, under Actions->, check "View data and check selection filters". You will see the number of records and effective filters. If you are satisfied with the result, select the "Initial Export Auxiliary Archive" action. This makes the data available for export in the Outbound Queue table. The task queue items then take over the transfer to DocuWare.

HANDLING AND OPERATION OF THE INTEGRATION

DOCUWARE DOCUMENTS

The DocuWare documents can be called up from the Sales Order Processing Role Center. This opens the DocuWare Documents page.

This page is the central link to the documents in DocuWare. This window is divided into Business Central typical fields at the top and all other index fields in another table at the bottom. This enables archive consolidation. In this page, a data set (DocuWare posts) is available for each document.

The following actions are possible:

- View Document
 - Click on the document type or use the Display Actions>Document>Document ribbon.
 - The document is accessed via a link in DocuWare. A login to DocuWare takes place and it is checked whether the employee has the appropriate authorizations to do so
 - All DocuWare tools are available in the DocuWare Client

- Create as...
 - You can start almost any process from a DocuWare document by creating a standard document from it. The information that has been entered in DocuWare is also transferred to the document to be created.
 - You can create the following documents for the Purchasing, Sales, and Service areas
 - Offer/Inquiry
 - Order/Order
 - Invoice
 - Credit
 - Complaint
 - You can create the following book sheets
 - Shopping Book Sheet
 - General Ledger Sheet
 - General Ledger Employee Book Sheet

- Card
 - Ribbon>document>card
 - The card allows you to easily change the indexing from within Business Central. For example, if you have assigned a document incorrectly or want to subsequently attach a purchase invoice to a posted purchase invoice.
 - In principle, however, you always have the option of adjusting the indexing in DocuWare.

DRAG & DROP

With drag & drop, you have the possibility to easily attach any documents to your processes in almost any area. This results in a collection of documents that you can also find later, e.g. on your posted documents or items.

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