

# NAVDocuWare 6.10

Integration of DocuWare (version 6 or higher) in NAV 2013 R2 (running for NAV 2009, RTC or higher)  
– Date 10/2014

## Features

- Archiving outgoing documents
  - Automated, server based, in time archiving of all documents, which can be printed from NAV, like sales invoices, purchase orders, reminders, etc.
  - Multiple versions of one documents can be archived (for a sales quote or order, e. g.)
  - Manual Archiving of not yet archived documents possible via batch routine.
  - Re-archiving of already archived documents possible (layout corrections, e. g.)
  
- Archiving (assignment) of ingoing documents with NAV objects (records)
  - Scanned documents, emails, etc., which have to be linked with NAV data, can be processed directly from a NAV client session.
  - Integrated document viewer from DocuWare.
  - One document can be linked to multiple NAV objects (records), for example a data sheet can be linked to multiple items.
  - Assignments can be cancelled and a document can be newly assigned to another NAV object.
  - A NAV document can be marked as „not archivable“ (for example a wrongly posted purch. Invoice and the corresponding credit memo)
  
- General Features (for in- and outgoing documents)
  - Indexing of arbitrary data fields from NAV
  - Individual Indexfunctions for each document type.
  - Direct visualization of not yet archived documents in NAV.
  - Display the archived document (sales invoice, etc.) directly from NAV with a mouse click.
  - Query archived documents for index fields (customer no., vendor no., item no., etc.) directly from NAV (for example from the customer card) with date filter.
  - Integration of document search in standard Navigate function of NAV.

## Example 1: Automated Archiving of Sales Invoices

A sales invoice is posted (and may be printed) from a sales order:

The screenshot shows the Microsoft Dynamics NAV interface for editing a sales order. The window title is "Edit - Sales Order - 101005 - Gilde Jupiter Versicherungs AG". The interface includes a ribbon with tabs for HOME, ACTIONS, and NAVIGATE. A dialog box titled "Microsoft Dynamics NAV" is open, showing three radio button options: "Ship", "Invoice" (which is selected), and "Ship and Invoice". Below the dialog, a table lists the sales order lines.

Type	No.	Description	Location Code	Quan...	Res... Q...	Unit of Measu...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Disco...	Qty. to Ship	Quantity Shipped	Qty. to Invoice
Item	1920-S	ANTWERP Konferenztisch	ROT	4		STÜCK	651,10	2.474,18	5	4	1	

Within about one minute, this posted sales invoice (in this case no. 103030) is automatically archived in DocuWare and supplied with keywords according to the specific implementation.

### Posted Sales Invoices

Type to filter (F3) | No. | No filters applied

No.	Sell-to Custom...	Sell-to Customer Name	Curr... Code	Amount	Amount Including VAT	Location Code	No. Printed	DW DocID
103012	46897889	Englund's Kontormöbler AB	SEK	9.745,14	9.745,14	GELB	1	23
103013	01445544	Progressive Home Furnishings	USD	2.872,61	2.872,61	GELB	1	15
103014	20000	Blütenhaus GmbH		1.419,21	1.688,86		1	16
103015	47563218	Klubben	NOK	144.118,31	144.118,31	GELB	1	17
103016	35963852	Heimilispyrdi	ISK	249.314,64	249.314,64	GELB	1	24
103017	35451236	Gagn & Gaman	ISK	108.057,30	108.057,30	GELB	1	18
103018	10000	Möbel-Meller KG		5.083,00	6.048,77	BLAU	1	19
103019	40000	Graphische Werke Landsberg		1.646,30	1.959,10	BLAU	1	20
103020	50000	Harburger Bäderwelt		826,10	983,06	BLAU	1	21
103021	30000	Gilde Jupiter Versicherungs AG		1.066,70	1.269,37	BLAU	1	25
103022	30000	Gilde Jupiter Versicherungs AG		618,54	736,06		1	27
103023	30000	Gilde Jupiter Versicherungs AG		618,54	736,06		1	28
103024	30000	Gilde Jupiter Versicherungs AG		618,54	736,06		1	29
103025	38128456	MEMA Ljubljana d.o.o.		849,00	849,00	ROT	1	30
103026	01905902	London Candoxy Storage Campus	CAD	5,00	5,00	GELB	2	36
103027	D00020	Kunststoff-Zentrum Leipzig gG...		16.000,00	19.040,00		1	37
103028	D00020	Kunststoff-Zentrum Leipzig gG...		0,00	0,00		1	38
103029	D00050	Universität Duisburg-Essen		43.800,00	52.122,00		1	39
103030	30000	Gilde Jupiter Versicherungs AG		618,54	736,06		1	122

The archived document is displayed in the DocuWare webclient:

The screenshot shows the DocuWare webclient interface. At the top, there is a navigation bar with 'BRIEFKÖRBE', 'SUCHEN', and 'AUFGABEN'. Below this is a search filter 'ARCHIV - STANDARD-SUCHMASKE'. A table displays search results with columns: TYP, BELEGART, BELEGNUMMER, LIEFERANTENBELEGNR., BELEGDATUM, KUNDENNUMMER, LIEFERANTENNUMMER, NAME, and NAVINDEX. Three rows are visible, each with a PDF icon in the 'TYP' column.

TYP	BELEGART	BELEGNUMMER	LIEFERANTENBELEGNR.	BELEGDATUM	KUNDENNUMMER	LIEFERANTENNUMMER	NAME	NAVINDEX
PDF	VK-Rechnung	103030		08.01.2015	30000		Gilde Jupiter Versicherungs AG	1
PDF	VK-Lieferung	102037		20.01.2015	50000		Harburger Bäderwelt	1
PDF	VK-Rechnung	103004		20.01.2015	50000		Harburger Bäderwelt	1

During this procedure, the sales invoice gets automatically a consecutively numbered ID, the so called „DW DocID“. With this unique number, the document can be referenced in DocuWare. So the document can be viewed with a click on the “DW Document” action button:

The screenshot shows the 'View - Posted Sales Invoice - 103030 · Gilde Jupiter Versicherungs AG' page. It features a top navigation bar with 'HOME', 'ACTIONS', and 'NAVIGATE'. Below this is a toolbar with various icons for actions like View, Edit, Delete, Print, DW Document (highlighted), OneNote, Notes, Links, Refresh, Clear Filter, Go to, Previous, and Next. The main content area is titled '103030 · Gilde Jupiter Versicherungs AG' and contains a 'General' section with various fields for invoice details. The 'DW DocID' field is highlighted in yellow and contains the value '122'. Below the 'General' section is a 'Lines' section with a table of invoice items.

**General**

No.:	103030	Posting Date:	23.01.2015
Sell-to Customer No.:	30000	Document Date:	08.01.2015
Sell-to Contact No.:		Quote No.:	
Sell-to Customer Name:	Gilde Jupiter Versicherungs AG	Order No.:	101005
Sell-to Customer Name 2:		Pre-Assigned No.:	
Sell-to Address:	Lange Str. 10-15	External Document No.:	
Sell-to Address 2:		Salesperson Code:	PS
Sell-to Post Code:	43383	Responsibility Center:	
Sell-to City:	Dortmund	No. Printed:	1
Sell-to Country/Region Code:		DW DocID:	122
Sell-to Contact:	Frau Claudia Mangel		

**Lines**

Line	Type	No.	Description	Quantity	Unit of Mea...	Unit Price Excl. ...	Line Amount Ex...
1	Item	1920-S	ANTWERP Konferenztisch	1	STÜCK	651,10	618,54

The Document is displayed automatically in your default web browser after clicking the “DW Document” button in NAV:

**Verkauf - Rechnung**

Seite 1 von 1

confovis GmbH  
Hans-Knöll-Str. 6  
07745 Jena

Rechn. an Deb.-Nr. 30000  
Belegdatum 8. Januar 2015  
USt-IdNr. 533435789

Rechnungsnr. 103030  
Auftragsnummer 101005  
Buchungsdatum 23. Januar 2015  
Fälligkeitsdatum 31. Januar 2015  
Preise inkl. MwSt. Nein  
Zahlungsbedingungen Laufender Monat  
Lieferbedingung Ab Warenhaus

Telefonnr. +49 3641 27 410-00  
Homepage www.confovis.de  
E-Mail info@confovis.de  
USt-IdNr. DE77777777  
Steuernummer 11/222/33333  
Postgironummer 888-9999  
Bankkonto Weltweit Bank  
Kontonr. 99-99-888  
Verkäufer Peter Schössler

Nr.	Beschreibung	Gebuchtes Versandda- tum	Menge	Einheit	VK-Preis	Rabatt %	MwSt.- Kennzeich- en	Betrag
1920-S	ANTWERP Konferenztisch	18.01.15	1	Stück	651,10	5	VAT19	618,54
							<b>Total EUR ohne MwSt.</b>	<b>618,54</b>
							19% MwSt.	117,52
							<b>Total EUR inkl. MwSt.</b>	<b>736,06</b>

If necessary, the document can be worked on further in the usual way (for example supplying stamps, etc.)

## Example 2: Query documents for a customer within a certain date range

There is a new action available in the customer list and card, called „DW Documents“. To narrow the result list, a date filter (and other filters according to individual implementation) can be supplied:

The screenshot shows the Microsoft Dynamics NAV interface for the 'Customers' list. The 'DW Documents' action is highlighted in the ribbon. A filter is applied to the list: 'Where Date Filter is 01.01.15..15.01.15'. The table below shows the filtered results.

No.	Name	Responsi...	Location ...	Phone No.	Contact	Search N...
30000	Gilde Jupiter Versicherungs ...				Frau Claudia Mangel	GILDE JUPI...
31505050	Woonboulevard Kuitenbrou...		GELB		Maryann Barber	WOONBO...
31669966	Meersen Meubelen		GELB		Michael Vanderhyde	MEERSEN ...
31987987	Candoxy Nederland BV		GELB		Rob Verhoff	CANDOXY...

A click on this button opens a lists with documents found in the DocuWare archive (in this example for customer 30000 from 01-Jan-2015 to 15-Jan-2015), from which the user can select the desired document to view it:

The screenshot shows the DocuWare web interface. On the left, a table lists documents with columns for type, category, number, date, and customer ID. A context menu is open over the first document. On the right, a detailed invoice (Verkauf - Rechnung) is displayed, including company information, a table of items, and a summary table.

TYP	BELEGART	BELEGNUMMER	LIEFERANTENBELEGNR.	BELEGDATUM	KUNDENNUMM
PDF	VK-Rechnung	103030		08.01.2015	30000
PDF	VK-Lieferung	102032			
PDF	VK-Lieferung	102020			
PDF	VK-Lieferung	102014			
PDF	VK-Lieferung	102007			
PDF	VK-Rechnung	103024			
PDF	VK-Rechnung	103023			
PDF	VK-Rechnung	103022			
PDF	VK-Rechnung	103021			

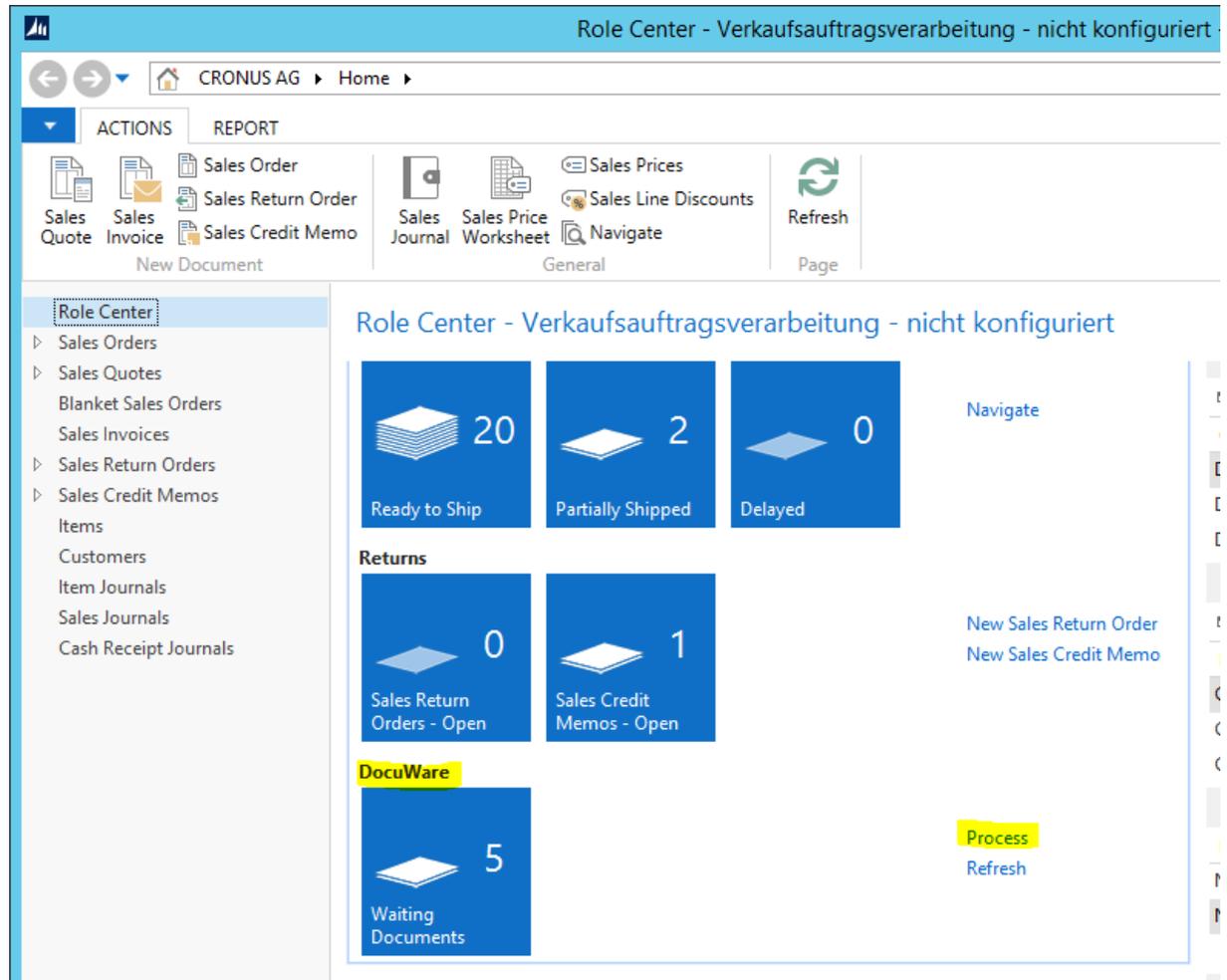
Nr.	Beschreibung	Gebuchtes Verständnis	Menge	Einheit	VK-Preis	Rabatt %	MwSt- Kennzeich en	Betrag
1920-5	ANTWERP Konferenztisch	18,01,15	1	Stück	651,10	5	VAT19	618,54
<b>Total EUR ohne MwSt.</b>								<b>618,54</b>
<b>Total EUR inkl. MwSt.</b>								<b>736,06</b>

MwSt-Kennzeichen	MwSt. %	Zeilenbetrag	Rechnungsrab- Bem.grundlage	Rechnungsrab- Betrag	MwSt- Bemessungsgr- undlage	MwSt.- Betrag
VAT19	19	618,54	618,54	0,00	618,54	117,52
<b>Gesamt</b>		<b>618,54</b>	<b>618,54</b>	<b>0,00</b>	<b>618,54</b>	<b>117,52</b>

### Example 3: Archiving incoming purchase documents

Several incoming documents from vendors are scanned with a scan-device, which is connected to DocuWare. In NAV the scanned documents are displayed with a cue group within a suitable role center page and can be processed directly from NAV:



The processing of the documents is performed within a separate page with integrated document viewer. In order to assign a NAV object with the document, at first, the document type has to be selected from a list of implemented document types:

The screenshot shows the 'Edit - DW Documents' application window. At the top, there is a navigation bar with 'HOME' and 'ACTIONS' tabs. Below this, there are icons for 'View' and 'Assign', and the text 'DW Document'. The main area is divided into a list view and a document viewer.

**Document List:**

DW DocID	NAV Document Type	NAV Document No.	NAV Account Type	NAV Account No.	Error Text
113					
116					
117					
119	Purch. Invoice				

A dropdown menu is open over the row with DW DocID 119, showing options: 'Purch. Invoice', 'Purch. Cr.Memo', and 'Purch. Receipt'. The 'Purch. Receipt' option is selected.

**Document Viewer:**

The viewer displays a document titled 'Purchase - Receipt' (Page 1). The document content includes:

**Vendor Information:**  
 CRONUS AG  
 Hofstraße 12  
 Benrath  
 20097 Hamburg  
 Deutschland

**Document Details:**  
 Pay-to Vendor No. 44127904  
 Document Date 26. Januar 2014  
 Shipment No. 107003

**Contact Information:**  
 Phone No. +49 3641 27 410-00  
 Home Page www.confovis.de  
 E-Mail info@confovis.de  
 VAT Registration No. DE777777777  
 Giro No. 888-9999  
 Bank Weltweit Bank  
 Account No. 99-99-888  
 Purchaser Thomas Zeilund

**Table:**

No.	Description	Quantity	Unit Of Measure
ANL000050	Transportband	1	

At the bottom of the viewer, it shows 'Datei: 107003.pdf, 149 KB Seite: 209x296mm'. The 'Assign' button is highlighted at the bottom right of the window.

Due to the selected NAV document type, additional fields have to be specified. (for example the NAV document no. of the posted receipt). In this example, the corresponding purchase receipt can be chosen with the lookup button in the field "NAV document no.". A list of not yet assigned posted purchase receipts is shown:

The screenshot shows the NAV software interface. On the left, a document is being viewed with details for CRONUS AG, Hofstraße 12, Benrath, 20097 Hamburg, Deutschland. The document type is 'Purch. Receipt' (116). The 'NAV Document No.' field is highlighted with a yellow dropdown arrow. Below this, a 'WERKZEUGE' (Tools) section shows fields for 'Pay-to Vendor No.' (44127904), 'Document Date' (26. Januar 2014), and 'Shipment No.' (107003). The 'ANZEIGE' (View) section shows a zoom level of 110%. The main area displays a list of 'Posted Purchase Receipts' with the following data:

No.	Buy-from Vendor No.	Buy-from Vendor Name	Posting Date	Location Code	No. Printed
107003	44127904	WoodMart Supply Co.	26.01.2014		1
107004	44127904	WoodMart Supply Co.	01.02.2014		1
107005	44127904	WoodMart Supply Co.	01.02.2014		0
107006	44127904	WoodMart Supply Co.	28.02.2014		0
107007	44127904	WoodMart Supply Co.	28.02.2014		0
107008	44127914	Mortimor Car Company	28.02.2014		0

Below the list, a table shows the document details for 'ANL000050' with the description 'Transportband' and a quantity of 1.

When every document has been assigned in this way, finally the Assign button is clicked to close the page and assign all documents with the corresponding selected NAV objects. In case of errors, an error text is displayed per document (for example, if an assignment is missing).

In this way, the scanned purchase receipt, e. g., is properly archived in DocuWare:

The screenshot shows the DocuWare interface. The top navigation bar includes 'BRIEFKÖRBE', 'SUCHEN', and 'AUFGABEN'. The main area displays a list of scanned documents with the following data:

TYP	BELEGART	BELEGNUMMER	LIEFERANTENBELEGNR.	BELEGDATUM
PDF	EK-Lieferung	107003		26.01.2014
PDF	EK-Lieferung	107002		01.01.2014
PDF	EK-Lieferung	107001		01.01.2014
PDF	EK-Rechnung	108032	TEST04	20.03.2015
PDF	EK-Rechnung	108031	TEST03	14.03.2015
PDF	EK-Rechnung	108030	TEST02	24.02.2015
PDF	EK-Rechnung	108029	TEST01	31.01.2014
PDF	EK-Rechnung	108028	123	25.01.2015

On the right, a detailed view of a 'Purchase - Receipt' is shown for document 107003.pdf. It includes navigation details for CRONUS AG, Hofstraße 12, Benrath, 20097 Hamburg, Deutschland. The 'WERKZEUGE' (Tools) section shows fields for 'Pay-to Vendor No.' (44127904), 'Document Date' (26. Januar 2014), and 'Shipment No.' (107003). The 'ANZEIGE' (View) section shows a zoom level of 75%. The main area displays a table with the document details for 'ANL000050' with the description 'Transportband' and a quantity of 1. The 'Pay-to Address' is listed as WoodMart Supply Co., Mr. Inesack Mathiesen.

Example 4: Searching Documents with Navigate

Standard-Navigate Function has now been extended to search DocuWare documents, too. As an example the purchase invoice with number 35112 (vendor invoice no.) has to be found.:

The screenshot shows the SAP S/4HANA interface with the 'Edit - Navigate - Selected - DW Document' window. The 'Business Contact' section is filled with 'Vendor' and 'External Document No.: 35112'. Below this is a table of related entries, with the 'DW Document' entry highlighted in yellow. A pop-up window titled 'View - DW Document List' is overlaid, showing a table of document details.

**Business Contact**

Business Contact Type: Vendor External Document No.: 35112  
 Business Contact No.: [ ]

Related Entries	No. of Entries
Posted Purchase Invoice	1
G/L Entry	6
VAT Entry	1
Vendor Ledger Entry	2
Detailed Vendor Ledg. Entry	4
Bank Account Ledger Entry	1
Maintenance Ledger Entry	1
Cost Entry	1
<b>DW Document</b>	<b>1</b>

**View - DW Document List**

DW DocID	DW Document Type	DW Document No.	DW Document Date	DW Vendor No.	DW Custo No.
85	EK-Rechnung	108005	28.02.2014	44127904	

With the View-button the corresponding DocuWare document can be viewed in the web browser:

The screenshot shows a web browser window with the address bar displaying 'http://navdocu2012/DocuWare/Platform/WebClient/Client/Document'. The document is titled 'Purchase - Invoice' and is page 1 of 1. The document content is as follows:

**NAVIGATION**  
 Dok 1 /1  
 << < > >>  
 Datei 1 /1  
 << < > >>  
 Seite 1 /1  
 << < > >>

**WERKZEUGE**  
 Pay-to Vendor No. 44127904  
 VAT Registration No. 741852963  
 Document Date 28. Februar 2014  
 Invoice No. 108005

**ANZEIGE**  
 Posting Date 28.02.14  
 Due Date 28.02.14  
 Payment Terms Laufender Monat  
 Shipment Method Kosten Versicherung und Fracht  
 Prices Including VAT Nein

**STEMPEL**

**ANMERKUNGEN**

**ÜBERSICHT**

**Purchase - Invoice**  
 Page 1  
 confovis GmbH  
 Hans-Knöll-Str. 6  
 07745 Jena

Phone No. +49 3641 27 410-00  
 Home Page www.confovis.de  
 E-Mail info@confovis.de  
 VAT Registration No. DE777777777  
 Giro No. 888-9999  
 Bank Weltweit Bank  
 Account No. 99-99-888  
 Purchaser Thomas Zeilund

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Discount %	Allow Invoice Discount	VAT Identifier	Amount
ANL000090	Schalttafel	1		2.000,00		Nein	VAT19	2.000,00
<b>Total GBP</b>								<b>2000</b>

Like any archived document this invoice could have been viewed directly from the posted purchase invoice card of NAV by clicking on the „DW Document“ button.