

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:

Microsoft Dynamics NAV 2015 - Edit - Sales Order - 101005 - Gilde Jupiter Versicherungs AG

HOME ACTIONS NAVIGATE

View New Delete Post... Post and Print... Release Reopen Copy Document... Create Inventory Put-away / Pick... Statistics OneNote Notes Links Refresh Clear Filter Go to Previous Next

101005 - Gilde Jupiter Versicherungs AG

General

No.: 101005 Order Date: 08.01.2015

Sell-to Customer No.: 30000 Document Date: 08.01.2015

Sell-to Customer Name: Gilde Jupiter Versicherungs AG Requested Delivery Date:

Sell-to Customer Name 2:

Sell-to City: Dortmund External Document No.:

Sell-to Country/Region Code: Salesperson Code: PS

Posting Date: 23.01.2015 Released

Microsoft Dynamics NAV

Ship Invoice Ship and Invoice

OK Cancel

Lines

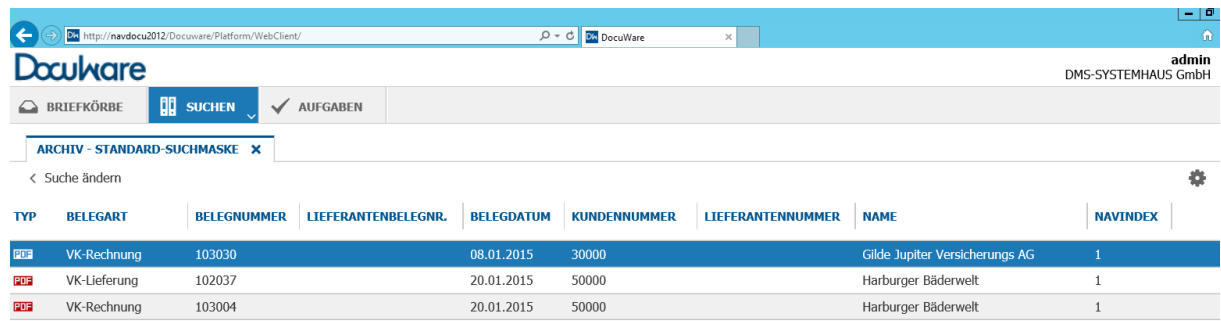
Type	No.	Description	Location Code	Quan...	Res... Q...	Unit of Measu...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Disco...	Qty. to Ship	Quantity Shipped	Qty. to Invoice
Item	1920-S	ANTWERP Konferenztisch	ROT	4		STÜCK	651,10	2.474,18	5	4	1	

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	Englunds 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

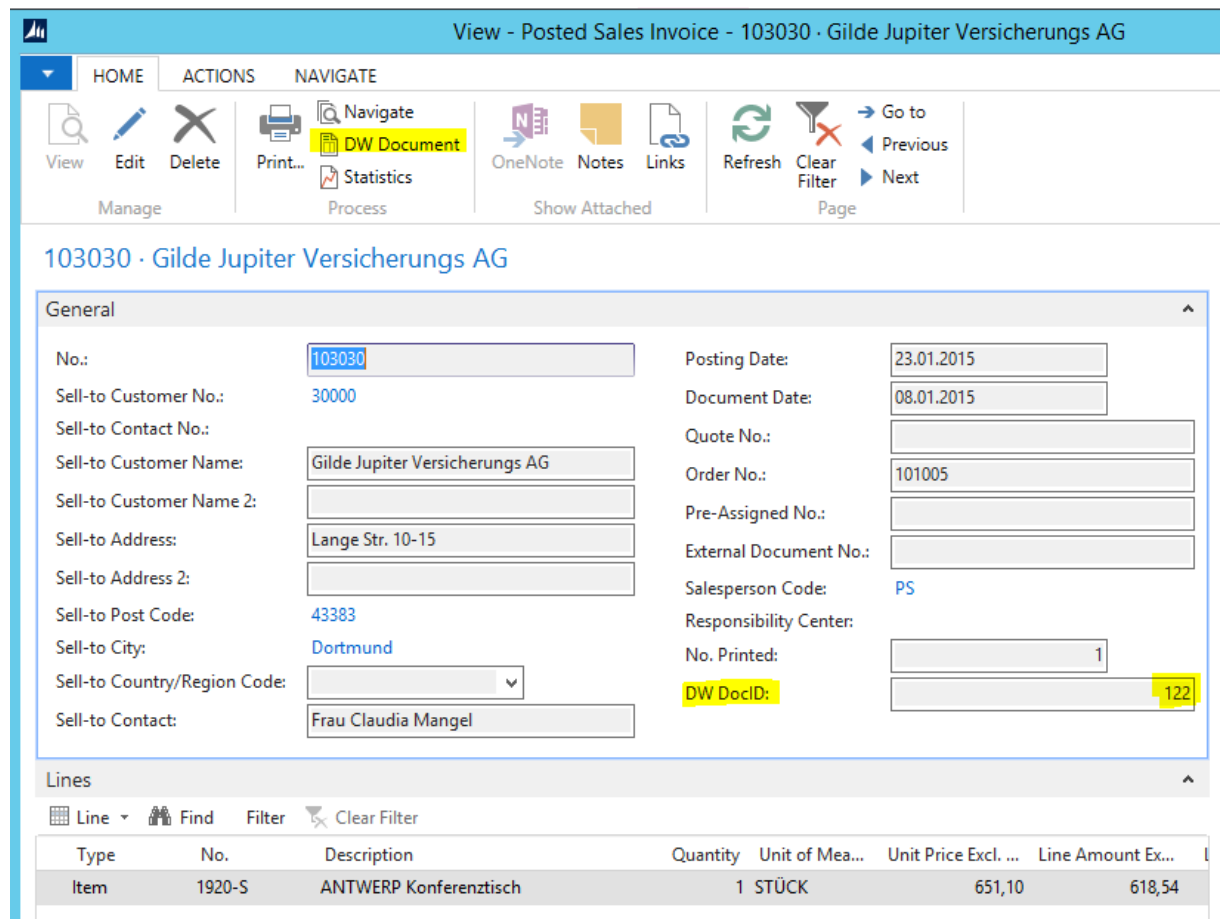
The archived document is displayed in the DocuWare webclient:



The screenshot shows the DocuWare webclient interface. At the top, there's a navigation bar with 'BRIEFKÖRBE', 'SUCHEN' (highlighted), and 'AUFGABEN'. Below it, a search filter 'ARCHIV - STANDARD-SUCHMASKE' is active. A table displays search results with columns: TYP, BELEGART, BELEGNUMMER, LIEFERANTENBELEGNR., BELEGDATUM, KUNDENNUMMER, LIEFERANTENNUMMER, NAME, and NAVINDEX. Three results are shown, all with a PDF icon.

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' for document 103030. The interface includes a top bar with 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'ACTIONS' bar contains buttons for View, Edit, Delete, Print..., DW Document (highlighted), OneNote, Notes, Links, Refresh, Clear Filter, Go to, Previous, and Next. Below the actions bar, the document details are displayed in a form. The 'General' tab is active, showing fields for No., Sell-to Customer No., Sell-to Contact No., Sell-to Customer Name, Sell-to Customer Name 2, Sell-to Address, Sell-to Address 2, Sell-to Post Code, Sell-to City, Sell-to Country/Region Code, Sell-to Contact, Posting Date, Document Date, Quote No., Order No., Pre-Assigned No., External Document No., Salesperson Code, Responsibility Center, No. Printed, and DW DocID (highlighted). Below the form, the 'Lines' section shows a table with columns: Type, No., Description, Quantity, Unit of Mea..., Unit Price Excl. ..., and Line Amount Ex....

103030 · Gilde Jupiter Versicherungs AG

General

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

Lines

Type	No.	Description	Quantity	Unit of Mea...	Unit Price Excl. ...	Line Amount Ex...
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

Gilde Jupiter Versicherungs AG
Frau Claudia Mangel
Lange Str. 10-15
43383 Dortmund

confovis GmbH
Hans-Knöll-Str. 6
07745 Jena

Rechnungs-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. DE777777777
Steuernummer 11/222/33333
Postgirokontonr. 888-9999
Bankkonto Weltweit Bank
Kontonr. 99-99-888
Verkäufer Peter Schlösser

Nr.	Beschreibung	Gebuchtes Versanddatum	Menge	Einheit	VK-Preis	Rabatt %	MwSt.-Kennzeichen	Betrag
1920-S	ANTWERP Konferenztisch	18.01.15	1	Stück	651,10	5	VAT19	618,54
Total EUR ohne MwSt.								618,54
19% MwSt.								117,52
Total EUR inkl. MwSt.								736,06

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 top navigation bar indicates the current location is 'CRONUS AG > Home > Customers'. The ribbon includes tabs for 'HOME', 'ACTIONS', 'NAVIGATE', and 'REPORT'. The 'ACTIONS' tab is active, showing options like 'New', 'Sales Order', 'Edit', 'View', 'Delete', 'Cash Receipt Journal', 'Sales Journal', 'Ledger Entries', 'Statistics', and 'DW Documents' (highlighted in yellow). The 'NAVIGATE' tab shows 'Customer - Top 10 List', 'Customer - Order Summary', and 'Customer - Sales List'. The 'REPORT' tab shows 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. The left-hand navigation pane shows the 'Customers' role center with a list of roles including 'Sales Orders', 'Sales Quotes', 'Blanket Sales Orders', 'Sales Invoices', 'Sales Return Orders', 'Sales Credit Memos', 'Items', 'Customers' (selected), 'Item Journals', 'Sales Journals', and 'Cash Receipt Journals'. The main area displays the 'Customers' list with a search bar and a filter section. The filter section shows 'Limit totals to: Where Date Filter is 01.01.15..15.01.15'. The table below shows a list of customers with columns for No., Name, Responsi..., Location ..., Phone No., Contact, and Search N... The first customer is '30000 Gilde Jupiter Versicherungs ...' with contact 'Frau Claudia Mangel'. Other customers listed include '31505050 Woonboulevard Kuitenbrou...', '31669966 Meersen Meubelen', and '31987987 Candoxy Nederland BV'.

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 displays the DocuWare web interface. On the left, a table lists documents in the 'ARCHIV - STANDARD-ERGEBNISLISTE'. A right-click context menu is open over the first document, showing options like 'Im Viewer öffnen', 'In neuem Viewer-Fenster öffnen', 'Bearbeiten', 'Löschen', 'Indexeinträge ändern', 'Mehrere Indexbegriffe ändern', 'Senden...', 'Herunterladen...', 'Drucken...', 'Verlinkte Dokumente...', and 'Workflow-Historie öffnen'. The main area on the right shows a detailed view of a 'Verkauf - Rechnung' (Sales Invoice) for customer 30000, dated 08.01.2015. The invoice includes a header with company details, a table of items (e.g., ANTWERP Konferenztisch), and a summary section with totals for VAT and net amounts.

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			

Verkauf - Rechnung

Gilde Jupiter Versicherungs AG
Frau Claudia Mangel
Lange Str. 10-15
43383 Dortmund

Seite 1 von 1
confavis GmbH
Hans-Knoll-Str. 6
07745 Jena

Rechn.-an Deb.-Nr. 30000
Rechnungsdatum 8. Januar 2015
USt.-IdNr. S33435789

Rechnungsgr. 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.confavis.de
E-Mail info@confavis.de
USt.-IdNr. DE77777777
Steuernummer 11/222/3333
Postprokonn. 888-9999
Bankkonto Wehweit Bank
Kontonr. 99-99-888
Verkäufer Peter Schösser

Nr.	Beschreibung	Gebuchtes Versanddatum	Menge	Einheit	VK-Preis	Rabatt %	MwSt.-Kennzeichen	Betrag
1920-5	ANTWERP Konferenztisch	18.01.15	1	Stück	651,10	5	VAT19	618,54
Total EUR ohne MwSt. 19% MwSt.								618,54
Total EUR inkl. MwSt.								736,06

MwSt.-Betrag - Spezifikation

MwSt.-Kennzeichen	MwSt. %	Zeilenbetrag	Rechnungsrab.-Bem.grundlage	Rechnungsrab.-Betrag	MwSt.-Bemesungsgrundlage	MwSt.-Betrag
VAT19	19	618,54	618,54	0,00	618,54	117,52
Gesamt		618,54	618,54	0,00	618,54	117,52

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 screenshot displays the NAV Role Center for 'Verkaufsauftragsverarbeitung - nicht konfiguriert'. The interface includes a top navigation bar with the company name 'CRONUS AG' and a home button. Below this is a tabbed menu with 'ACTIONS' and 'REPORT'. The 'ACTIONS' tab is active, showing icons for 'Sales Quote', 'Sales Invoice', 'Sales Order', 'Sales Return Order', and 'Sales Credit Memo'. The 'REPORT' tab shows icons for 'Sales Journal', 'Sales Price Worksheet', 'Sales Prices', 'Sales Line Discounts', and 'Navigate'. A 'Refresh' button is also present.

The main content area is titled 'Role Center - Verkaufsauftragsverarbeitung - nicht konfiguriert'. It features a left sidebar with a 'Role Center' section containing a list of items: Sales Orders, Sales Quotes, Blanket Sales Orders, Sales Invoices, Sales Return Orders, Sales Credit Memos, Items, Customers, Item Journals, Sales Journals, and Cash Receipt Journals. The main area displays a grid of document counts:

- Ready to Ship:** 20
- Partially Shipped:** 2
- Delayed:** 0
- Returns:**
 - Sales Return Orders - Open:** 0
 - Sales Credit Memos - Open:** 1
- DocuWare:** 5 (highlighted in yellow)
- Waiting Documents:** 5

On the right side of the grid, there are links for 'Navigate', 'New Sales Return Order', 'New Sales Credit Memo', 'Process' (highlighted in yellow), and 'Refresh'.

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. The top bar includes 'HOME' and 'ACTIONS' tabs, with 'View' and 'Assign' icons. Below this is a 'DW Document' section. The main area displays a table with columns: DW DocID, NAV Document Type, NAV Document No., NAV Account Type, NAV Account No., and Error Text. A dropdown menu is open for document type 116, showing options: 'Purch. Invoice', 'Purch. Cr.Memo', and 'Purch. Receipt'. The 'Purch. Receipt' option is selected, and a preview of the document '107003.pdf' is shown. The preview includes a header 'Purchase - Receipt' and a table with columns: No., Description, Quantity, and Unit Of Measure. The table contains one row: 'ANL000050' with description 'Transportband', quantity '1', and unit of measure '1'. The bottom of the preview shows the date 'Date: 107003.pdf, 149 KB Seite: 209x296mm'. The bottom right of the window has 'Assign' and 'Close' buttons.

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

NAV Document Type: 116
 NAV Document No.: 1
 NAV Account Type: 1
 NAV Account No.: 107003.pdf

Purchase - Receipt
 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
ANL000050	Transportband	1	

Date: 107003.pdf, 149 KB Seite: 209x296mm

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 system interface. The main window is titled "Posted Purchase Receipts". It contains a table 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

The left sidebar shows navigation options like "NAVIGATION", "WERKZEUGE", and "ANZEIGE". The top bar shows "Dok 1 /1" and "Datei 1 /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 main window displays a document titled "Purchase - Receipt" with the file name "107003.pdf". The document content shows a purchase receipt from WoodMart Supply Co. with details like "Pay-to Vendor No. 44127904", "Document Date 26. Januar 2014", and "Shipment No. 107003". The left sidebar shows navigation options like "ARCHIV - STANDARD-SUCHMASKE". The top bar shows "Dok 7 /117" and "Datei 1 /1".

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 'Edit - Navigate - Selected - DW Document' window. The 'Business Contact' section is expanded, showing search criteria: Business Contact Type: Vendor, External Document No.: 35112, and Business Contact No.: (empty). Below this is a table of related entries.

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
DW Document	1

The 'DW Document' row is highlighted in yellow, and a yellow box with '1' and a dropdown arrow is next to it.

Below the main window, a 'View - DW Document List' window is open, showing a table of document details.

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:

Purchase - Invoice
Page 1

confovis GmbH
Hans-Knöll-Str. 6
07745 Jena

Pay-to Vendor No. 44127904
VAT Registration No. 741852963

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

Document Date 28. Februar 2014
Invoice No. 108005

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

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
Total GBP								2000

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.