DocuWare for Invoice Processing

User Manual

Answers and how-to guides for users of the preconfigured solution DocuWare for Invoice Processing

DocuWare Version 7.6 / IPUS7.6T0
DocuWare Version 7.5 / IPUS7.5T1
DocuWare Version 7.4 / IPUS7.4T1

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Contents

1 User management

1.1 User roles in the solution

All users who work with DocuWare for Invoice Processing are assigned one or more user roles. The following preconfigured roles are available:

IP - Default Functions

All users have to be member of this role to store and view documents and respond to tasks assigned to them.

IP - Invoice Validator

User(s) of this role will store invoices and review exceptions identified in the validation process.

IP - Invoice Distributor

User(s) are responsible for assigning invoices to approvers based on business rules and can enter GL Coding.

IP - Final Invoice Processing

User(s) in this role do the final check before completing the final process.

IP - Approval Rejected

User(s) will address rejected invoices in the approval process.

IP - Limit Check

User(s) responsible for second level approvals when thresholds are not maintained in the Personnel file cabinet.

IP - Finance Users

User(s) in the Accounts Payable Department.

IP - Finance Manager

User(s) in charge of the Accounts Payable Department.

IP - Administrator

User(s) that have unrestricted access to modify the file cabinet that stores the company information. Also, authorized to modify user management, document trays, and stamps for example.

Organization Administrator

By default, this is the user that initially registered the organization. Responsible for DocuWare system administration. (After creating the solution in the DocuWare Trial, you will receive a registration email including your URL and user name along with the administrative access log in (username.admin). The administrative access provides full access to the configurations, all the file cabinets, and to the workflows of the solution).

Default Organization role

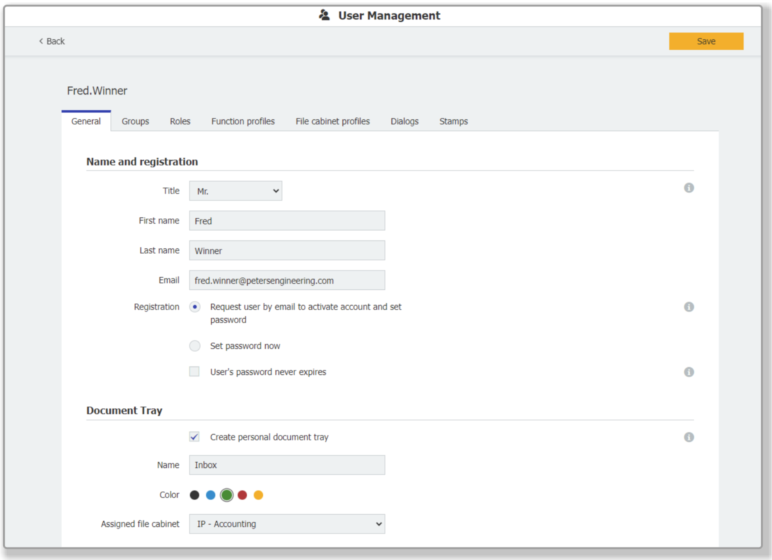
Role assigned by the system, without functionality for the solution.

1.2 How to add a new user

As "IP - Administrator" of the solution you can add new users in a few steps.

Here’s how:

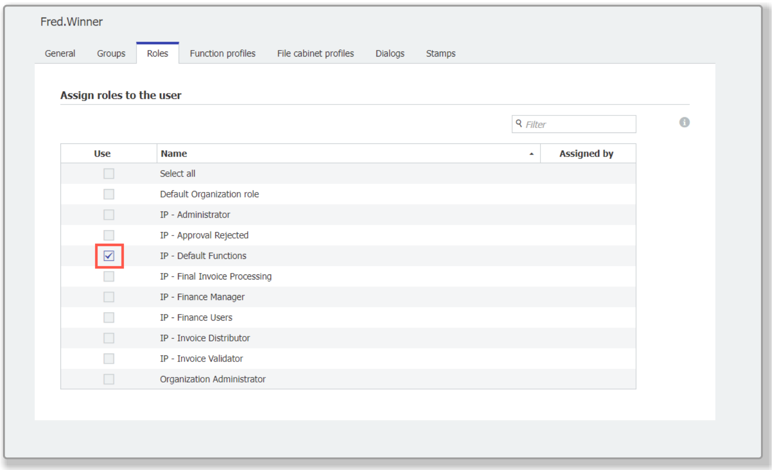
- In your DocuWare Client open "Configurations" via the main menu (click on your username) and go to “User Management” in the “General” section.
- Click on the “New user” button at the top on the left side to create a new user.
- In the "New unknown user" box enter the username (this will be used as the DocuWare log-in). The use name must be unique, for example use a period to separate first name and last name (firstname.lastname); hyphenate double names (firstname-firstname.lastname).



- Enter all appropriate user information. The e-mail address is required. This is because users are notified of tasks via email or provided a link if their password needs to be reset.
- By default, a personal document tray Inbox is automatically created for each user (in addition, each user automatically receives the document trays (page 8) that are included in the solution or can create additional document trays themselves if required).

- For clear differentiation of the trays, we recommend including the name of the user after the suggested tray name.
- Select a color indicator for your tray. Assign the file cabinet "IP - Accounting" to the tray.

- Switch from the “General” tab to the “Roles” tab to assign the new user to the applicable roles (page 4). **Assign the user at least** to the role (page 4) "IP - Default Functions".



- Click on “Save” to complete the new user creation.
- Based on your election in the registration the employee can receive a registration email for the new user account and DocuWare login information.

Please note: If the new user will be approving invoices (requestor or cost center group), the user will need to be added to the personnel file cabinet (page 6).

1.3 How to add a new approval user (cost center or requestor)

Once a user has been set up in User Management (page 5) the new approver must be added in the personnel file cabinet. To add a new approver, you will need the "IP - Administrator" user role (page 4).

Depending on whether the approver is a requestor (individual) or a cost center group user, proceed as follows:

Add a new Requestor User to the personnel file cabinet:

- Go to a document tray and click on an empty area in the tray (the "Store" button changes to "Create data record" when no document is marked)
- Click on "Create data record”
- Select "IP - Personnel - New Requestor User” from the drop-down menu

- You will need to provide the First Name, Last Name, DocuWare ID (username created in User Management), dollar limit, manager's username, and the substitute's username for the new user's record. (If applicable the Subsidiary ID, Number, and Name)
- Enter all the index data
- Click again on "Create data record" to store your entries

Add a new Cost Center Group User to the personnel file cabinet:

- Go to a document tray and click on an empty area in the tray (the "Store" button changes to "Create data record" when no document is marked)
- Click on "Create data record"
- Select "IP - Personnel - New Costcenter Group User" from the drop-down menu
- You will need to provide the Cost Center Group, First Name, Last Name, DocuWare ID (username created in User Management), First Approver Level (yes or no), dollar limit, manager's username, and the substitute's username for the new user's record. (If applicable the Subsidiary ID, Number, and Name)
- Enter all the index data
- Click again on "Create data record" to store your entries

1.4 How to change general data or roles of a user

General user data like email adress or the name of a user are changed within DocuWare Configurations. Here you can also change which roles are assigned to a user.

- From the main menu in DocuWare Client, go to "DocuWare Configuration" and then to "User Management".
- Click on the appropriate user and change the data under the "General" tab.
- Switch from the "General" tab to "Roles" and activate or deactivate the appropriate roles.

1.5 How to change a user's manager, substitute, approval limit or cost center group

The substitute, approval limit and cost center group of a user are changed in the Personnel file cabinet. You need the "IP - Administrator" user role for this.

- In your DocuWare Client, go to the "Search" tab and select "IP - Personnel - Approval Users".
- Enter the search criteria for the desired user and click on the yellow search button.
- Right click to open the context menu and click "Edit index entries".
- Change the appropriate index data and click "Save".

2 Capture and store

2.1 Document trays and file cabinets in the solution

Documents are filed from document trays to file cabinets.

Document trays serve as temporary storage to capture and sort documents before storing them in the file cabinet. Document trays can be shared, but they can also be personal.

File cabinets store documents long-term and in an orderly manner. Only archived documents can be further processed in workflows. However, it is not only documents but also records, such as vendor or user data, that can be stored in the file cabinets. You can find archived data and documents again via the "Search" section.

The following document trays are included in the invoice processing solution:

IP - Accounts Payable

Shared tray for importing vendor invoices and preparing them to be stored. The Intelligent Indexing service is activated for this tray.

IP - Packing Slips

Shared tray for importing packing slips and preparing them to be stored.

IP - First steps and more

Shared tray containing the First Steps and important information to help you get going.

IP - Purchase Orders

Shared tray for importing purchase orders and preparing them to be stored.

Personal tray for each user

A personal inbox is created for each user in the user creation (page 5).

Furthermore it is possible to create any number of additional shared or personal document trays. Detailed information about the document tray and its's functions can be found in our Basics.

The following file cabinets are included in the invoice processing solution:

IP - Accounting

This file cabinet hosts all accounting relevant documents. In the initial setup it only hosts Accounts Payables but is also prepared to store vendor invoices, purchase orders, and packing slips. The file cabinet consists of many index fields used for routing, storing, and approvals.

IP - Company Records

This file cabinet is used to look-up vendor master files. Vendor information is stored here, such as Form W-9, payment type, payment terms, email address and contact information.

IP - Personnel

This file cabinet is used to store the user's profile in the invoice approval process. The workflow will reference this cabinet when determining the user's limitations.

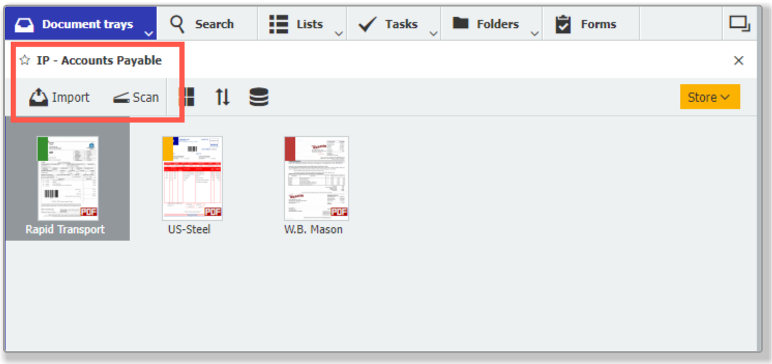
IP - System Data

This is for DocuWare's internal use only to store the workflow settings and other required information. This file cabinet is also used to hold the Chart of Accounts in order to populate the select list for the GL Accounts, Cost Centers, and Optional Accounts. It is preloaded with sample data and upon implementation should be cleared and loaded with customer data.

2.2 How to capture an invoice in the document tray

Before storing in the file cabinet, invoices are captured in the Accounts Payable tray.

- **PDFs**
  Invoices that are available as PDF files in the file system can either be dragged and dropped into the document tray. Additionally, you can click the "Import" and select the invoice from your file dialog.
- **E-Mails**
  You can also simply drag and drop invoices that you receive as attachments by e-mail into the document tray. Additionally, it is possible to connect Outlook directly to DocuWare. More information (page 11)
- **Paper invoices**
  Using the "Scan" button, you can capture paper invoices with a locally connected scanner in the document tray. To do this, you must first install the Desktop Apps and connect the scanner. More information



Notes on Intelligent Indexing

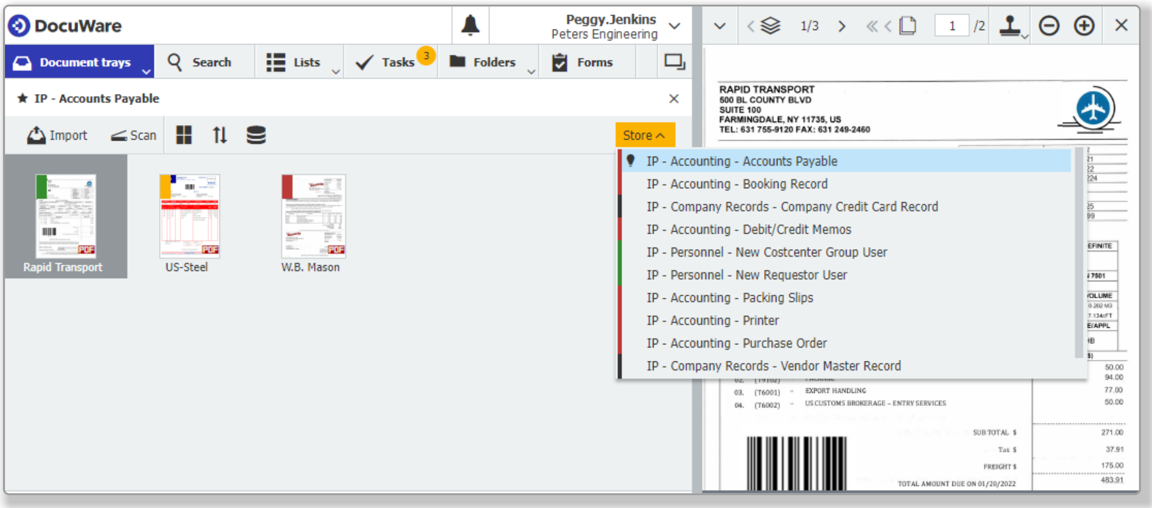
As soon as a document is captured in the Accounts Payable document tray, it is pre-indexed by Intelligent Indexing. The colored flag at the top left corner of the invoice indicates the indexing quality:

- **Green**
  You have already given feedback on previous documents from this supplier and Intelligent Indexing is certain to have exported the correct information from the invoice. You can store these invoices directly by taking one last quick glance.
- **Orange**
  For these invoices, Intelligent Indexing does not yet have enough comparison documents to reliably decide whether the recognised information is correct. Please check the entries carefully and correct wrong values to train Intelligent Indexing.
- **Red**
  Red invoices are documents for which no comparison document is yet available. Here, Intelligent Indexing uses standard algorithms that export typical information from an invoice. You must check these invoices very carefully and correct them if necessary.

As soon as you click the "Store" button, you can check and correct the indexing. When storing the invoice, Intelligent Indexing learns from your entries.

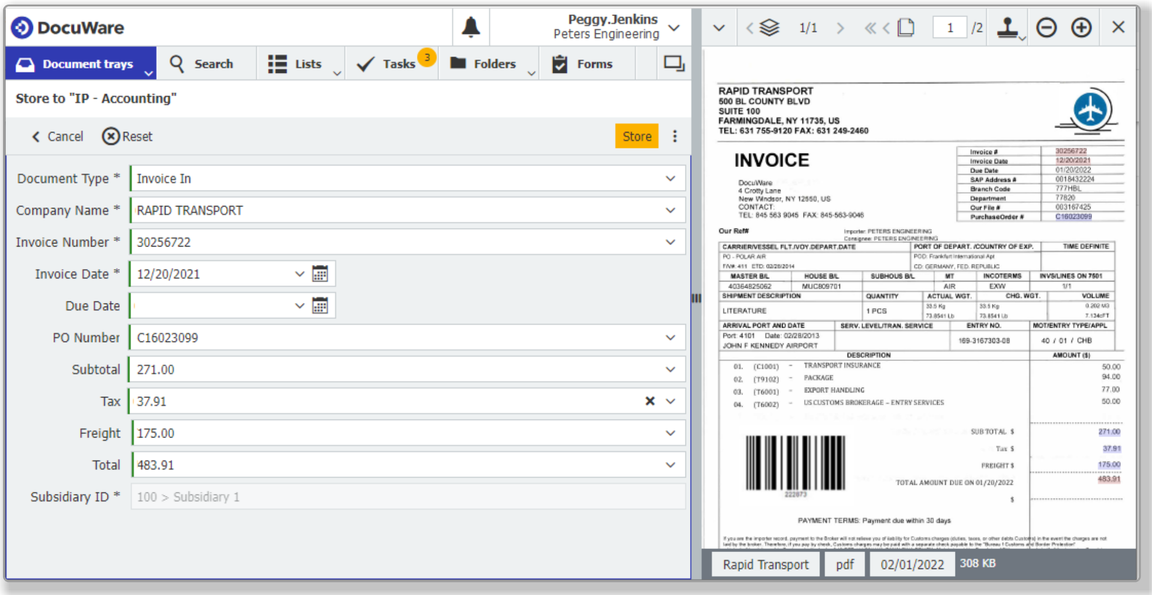
2.3 How to store an invoice from tray to file cabinet

Select the document in the tray and click on "Store". From the drop-down, select the appropriate store dialog. In the Invoice Processing solution, several storage dialogs are preconfigured, and are available to users depending on their access rights.



Index the document by filling the index fields of the store dialog. This is done very easily by clicking on the data in the document (function “One Click Indexing”) or by selecting the index data from the drop-down list.

Incoming invoices in the Accounts Payable tray are automatically pre-indexed by the Intelligent Indexing service. In this case, the indexing only needs to be checked and, if necessary, filled in or corrected. Then click on "Store" again to save the document to the archive.

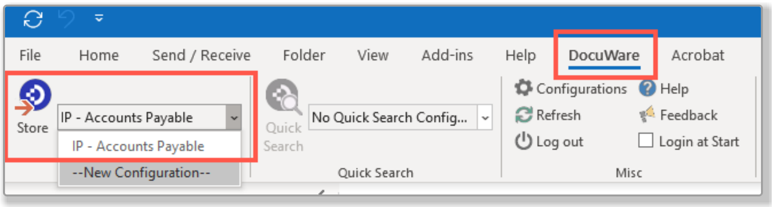


Note for incoming invoices

Store incoming invoices from the Accounts Payable tray and via the Accounts payable store dialog into the Accounting file cabinet. Intelligent Indexing is only activated for this tray and store dialog! You can also see this by the light bulb icon next to the store dialog.

2.4 Connecting to Outlook

Invoices that you receive as e-mail attachments in Outlook can simply be imported into the Accounts Payable tray using a direct menu command from Outlook (regardless of whether DocuWare is opened).



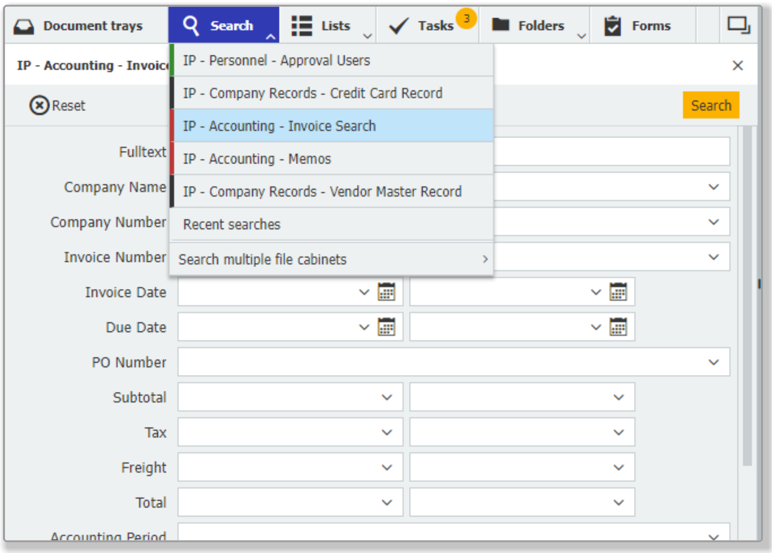
The requirement for connecting DocuWare to Outlook is that you have installed the DocuWare Desktop App Connect to Outlook. Alternatively, you can save the attachment locally and drag and drop into the document tray.

3 Search and view

3.1 How to find stored invoices / documents

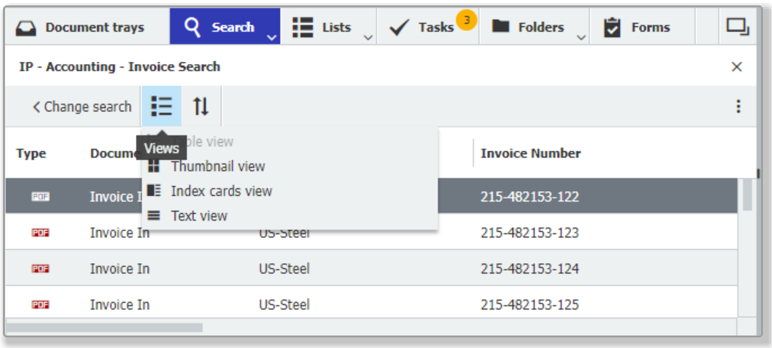
Archived invoices and documents can be retrieved in the "Search" area.

The invoices are stored in the "IP - Accounting" file cabinet. Each file cabinet uses unique Search and Store dialogs. The easiest way to find invoices is through the "IP - Accounting - Invoice Search" dialog.



Enter as many index values as necessary to return a list of the appropriate documents. Use the "Fulltext" field to search the entire text on the archived documents for keywords.

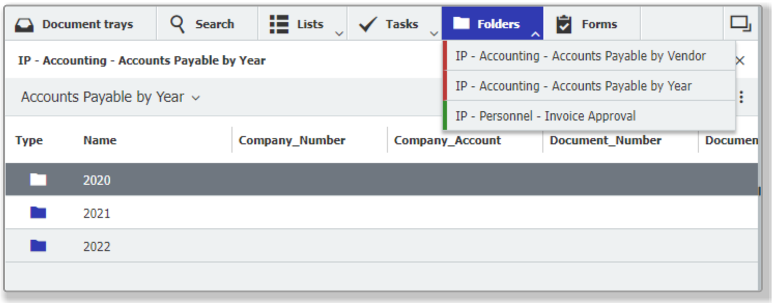
After submitting a search, DocuWare displays the search results in a table. Using "Views" you can change the results view and switch from table to thumbnail, index card or text view. Clicking on a result opens the document in the viewer.



3.2 Predefined folder views

There are three predefined folder structures in the invoice processing solution, which allows direct access to the invoices for a calendar year, to all documents of a vendor or to the user data in the personnel file cabinet of the solution.

In the "Folders" area, you will see all folders to which you have access based on your user role. As Administrator of the solution you can create new folders or modify the delivered folders to suit the needs of the user.



To edit the folder or create a new folder:

- Open “Configurations” via the main menu
- Go to “File Cabinets”
- Click on the editing pen at the file cabinet you want to edit or create folder
- Switch to the “Dialogs” tab and then to the “Folders” tab
- Create a new folder by clicking on the “+ sign” on the bottom left or edit an existing folder by double clicking on the folder’s name
- Drag & drop the desired fields to a folder structure
- Save the folder structure by clicking “OK” and then “Save”

4 Invoice approvals and data export

4.1 Which workflows does an invoice run through after it has been stored?

Once an invoice has been indexed and stored in the "IP - Accounting" file cabinet, it will be processed by several workflows depending on the defined workflow settings and the decisions made in the process.

1 Validation

This workflow interrogates the indexing of the invoice and validates it against preconfigured criteria. If and exception is found, it is noted and identified to the Invoice Validator. The Validation workflow is the initial process that all invoices must go through. It is designed to check the integrity of the invoice data that was used in indexing the document.

Following items can be checked:

- Checks for a valid vendor in the vendor master record when the “Vendor Check” is activated in the define workflow settings.
- Checks for potential duplicate vendor invoices with the same invoice number.
- Verifies the invoice date and the invoice number are indexed.
- Identifies mathematic errors by ensuring invoice subtotal + tax + freight = gross amount.
- Validates the vendor master record for expiration date.
- Determines if early payment discounts apply.

The workflow also determines if the invoice can be processed using one of the straight through approval methods QuickMatch (page 16) or 3-Way Match (page 15). When the criteria are met, the invoice is considered “pre-approved” and moves directly to the completion process.

2 Assign Approvers

This workflow picks up after the validation process when not using a straight through approval process. Based on the selected define workflow invoice approval setting there are several options:

- **No Approval**
  Invoices will go directly from review to the completion process.
- **Approval including Requestor and/or Cost Center Manager**

- **Requestor Approval**
  Provides a process that assigns invoices to a selected user or users for approval. When selecting multiple users, only one of the listed users is required to complete the invoice approval process. You can also provide an approval threshold dollar limit for users or a set corporate dollar limit. (In the default setting all invoices are assigned to a secondary level approver since the corporate dollar limit is set to $0.00 and the user limits are not available.) Learn more (page 16)
- **Cost Center Manager Approval**
  Provides a process that assigns invoices to a selected Cost Center Group Manager or Managers for approval. When selecting multiple Cost Centers, all that are listed are required to complete the invoice approval process. You can also provide an approval threshold dollar limit for each manager or a set corporate dollar limit. Learn more
- **Requestor and Cost Center Manager Approval**
  Provides a process that assigns invoices to a selected requester or requestors first for approval and then to cost center manager or cost center managers for approval. When selecting multiple requestors, only one of the listed requestors is required to complete the invoice approval process. When selecting multiple Cost Centers, all that are listed are required to complete the invoice approval process. You can also provide an approval threshold dollar limit for users or a set corporate dollar limit.

3 Approval Rejected

This workflow processes an invoice in the event any of the assigned approvers reject an invoice.

4 Completion

This workflow is the completion step. All necessary approvals have been made. The decision to update the default GL coding table in the vendor master record and the data export is also identified here. Note: If the define workflow setting indicates No Export is desired, then the invoice is marked as “Final Approval Complete” and the process ends.

5 Booking Record

This workflow determines that the Data Export feature is enabled. The transactional data is prepared for the booking record creation process using DocuWare Export.

4.2 How does the 3-Way Match work?

3-Way Match means an automated matching of invoices to purchase orders and a packing slip:

- The 3 documents must all contain the same purchase order number.
- The invoice amount must be less than or equal to the remaining purchase order amount.
- The remaining purchase order amount is recalculated for any partial deliveries.

When the criteria are met the invoice is considered “pre-approved” and moves directly to the completion process ("IP – 4 Completion" workflow).

If the criteria are NOT met the following will occur:

If the packing slip or purchase order are missing

In the validation workflow it will identify if the 3-way match failed and provide you the name of the missing document(s). You can select the “Wait for Missing Doc” decision in the Check Details task. The system will wait for the missing document(s) to be stored, then automatically starts the validation process again.

In the validation workflow it will identify if the 3-way match failed and provide you the name of the missing document(s). You can select the “Wait for Missing Doc” decision in the Check Details task. The system will wait for the missing document(s) to be stored, then automatically starts the validation process again.

For purchase order amount deviations

In the case the invoice amount is higher than the remaining purchase order amount the invoice is identified as an exception. This invoice can proceed in the process and will go through the approval process based on your business rules.

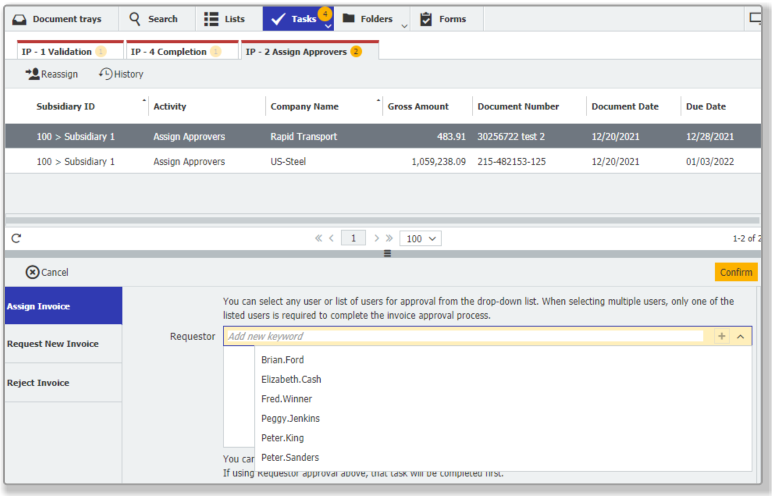
4.3 How does the QuickMatch work?

When using the QuickMatch straight through approval process, an eligible vendor is identified and a dollar limit is defined in the "IP- Company Records - Vendor Master Record".

When the criteria are met, and the invoice amount is less than or equal to the defined QuickMatch dollar limit, the invoice is considered “pre-approved” and moves directly to the completion process (“IP - 4 Completion” workflow). If a vendor invoice is over the predefined dollar limit it is identified as an exception. This invoice can proceed in the process and will go through the approval workflow process based on the business rules set up.

4.4 How does the requestor approval work?

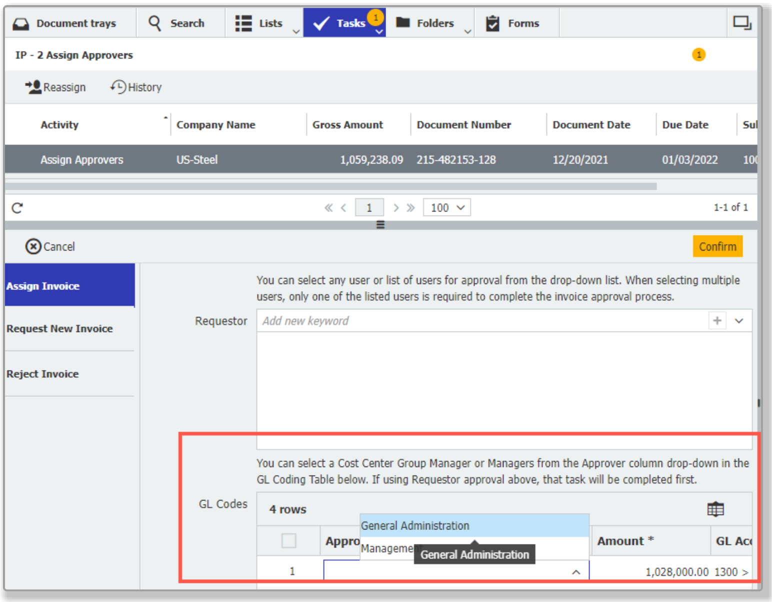
The invoice is assigned to a requestor in the "Assign Approvers" workflow by simply selecting their username from the drop-down list. Multiple requestors can be assigned as approvers to an invoice, only one assigned approver is required to complete the task.



DocuWare then initiates a workflow that notifies the assigned approver. This causes a task to be assigned to them which will appear in their task list. If the assigned requestor's out of office notification is on, DocuWare forwards the task to a substitute approver. If an invoice is over the requestor's approval threshold or the corporate dollar limit, DocuWare will automatically assign a task to the next level approver.

4.5 How does the cost center approval work?

The invoice is assigned to a cost center(s) in the "Assign Approvers" workflow by simply selecting the department from a drop-down list in the GL Codes table:



DocuWare then initiates a workflow that notifies the assigned cost center manager/s. This causes a task to be assigned to each cost center manager which will appear in their task list for them to review and approve the invoice. If the assigned approver's out of office notification is on, DocuWare forwards the task to a substitute approver. If an invoice is over the approver’s threshold, DocuWare will automatically assign a task to the next level approver.

4.6 How to GL coding invoices

There are several opportunities to enter general ledger account coding throughout the approval and completion process. Information is entered easily in the GL Coding Table using a combination of data entry fields and select lists.

A vendor’s GL coding table data can be saved and stored within the vendor master record. The GL coding table will be prepopulated for the vendor’s next invoice. The GL coding table is easy to update while processing an invoice and can be saved back into the vendor master record for the vendor’s next invoice.

The user can also elect to leave the template empty for those vendors that do not need a prepopulated GL coding table.

4.7 How to create and download data exports (booking records)

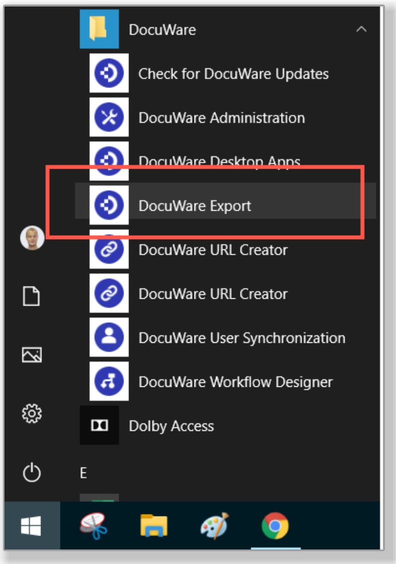
The invoice processing solution automatically collects transactional data for every invoice processed through completion for posting back to your accounting or ERP system (page 24) (provided the "Data export" option is activated for your solution).

This transactional data will be provided as CSV file and includes information like vendor name, vendor number, invoice number, invoice date, invoice due date, sub-total amount, total amount; all the line item details for each of the general ledger accounts used in allocating the invoice.

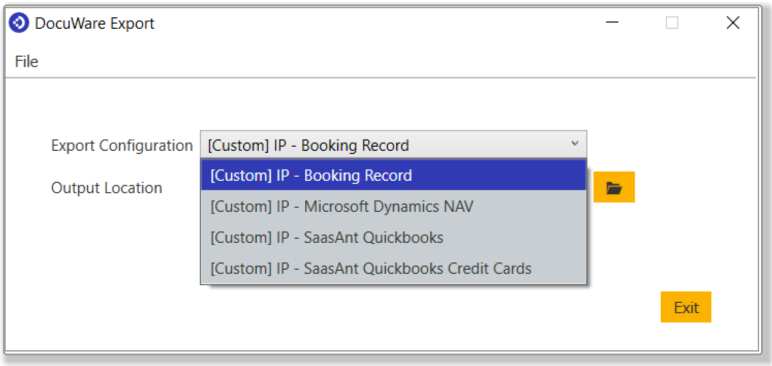
Once transactional data is ready for export, it will be indicated in your Lists under "IP - Accounting - Ready to Export".

How the export works:

- Open DocuWare Export via the Windows Start menu (Desktop Apps must be installed and connected).



- Select the desired Export Configuration from the drop-down.



- Use the displayed Output Location or use the folder icon to select a new location.
- Click on "Perform Export Now" or if desired click the link to create a Windows Sheduled event. Note: If using Windows Scheduled event,DocuWare Export must be started with elevated permissions ("Run as Administrator").
- A notification that the export completed successfully appears.
- The CSV file is created and now ready for importing. Open file location link takes you directly to the output location selected earlier in the process.

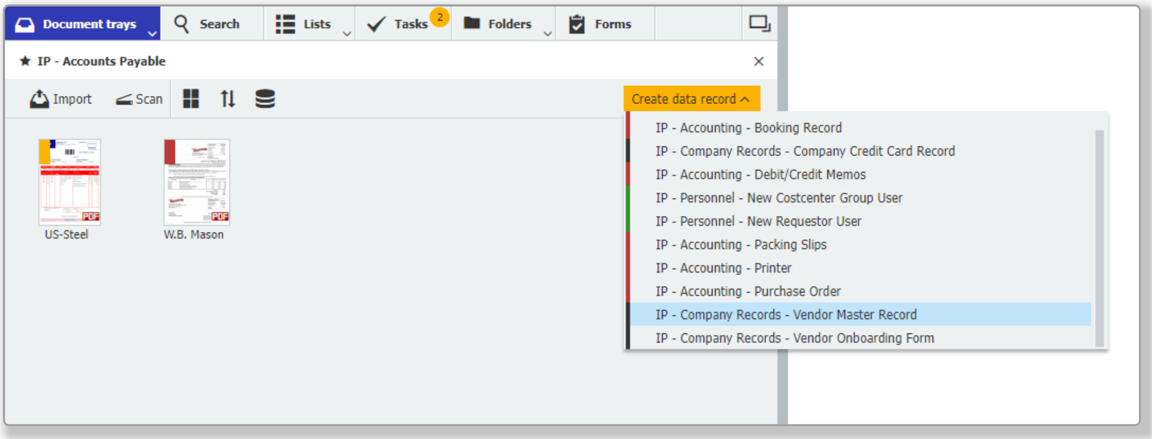
After the data export is performed invoices are removed from the "Ready to Export" list in your DocuWare Client and are now stored in the file cabinet with a status of "Exported".

5 Vendor master management

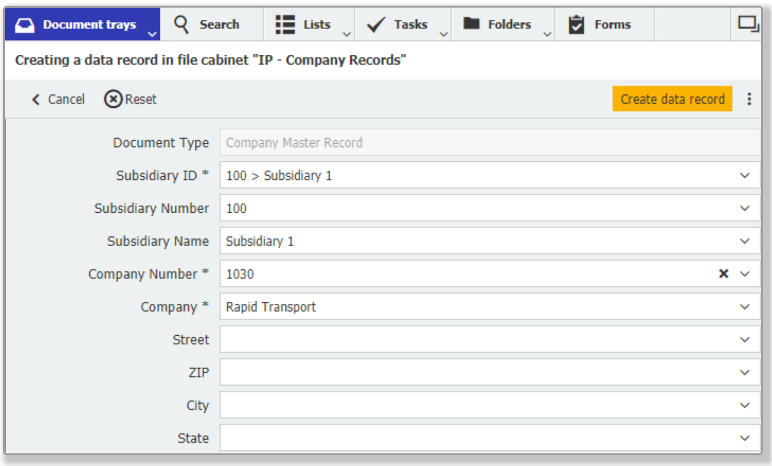
5.1 How to add a new vendor manually in the solution

To add a new vendor when not using the Vendor Master Verification and Form W-9 Management feature within the workflow setting options is done by simply creating a new data record:

- In your DocuWare Client go to a document tray and click right on an empty area in the tray.
- The "Store" button changes to "Create data record" when a document is not selected.
- Click on “IP - Company Records - Vendor Master Record” from the list.



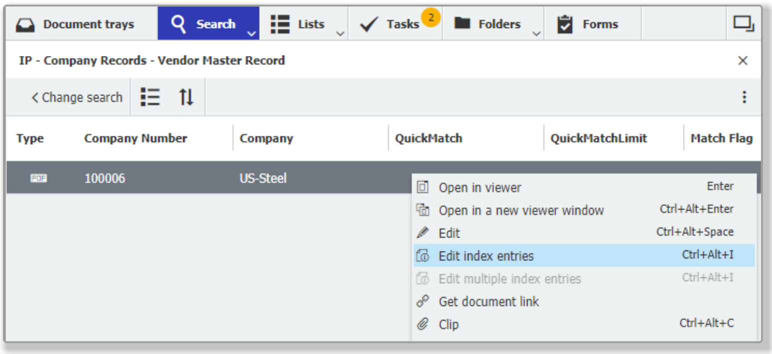
- Enter all appropriate index data for the new vendor.
- Enter a Payment Type.
- Click on “Create data record”.



Note: Please confirm the company number matches the vendor number in your accounting systems.

5.2 How to change a stored vendor record

- Go to the Search section in the DocuWare Client.
- Select the search dialog "Company records - Vendor Master Record" and run a search for the corresponding company.
- Right-click to open the context menu and click "Edit index entries".



- Change the corresponding data and save it.

6 Getting started and implementation

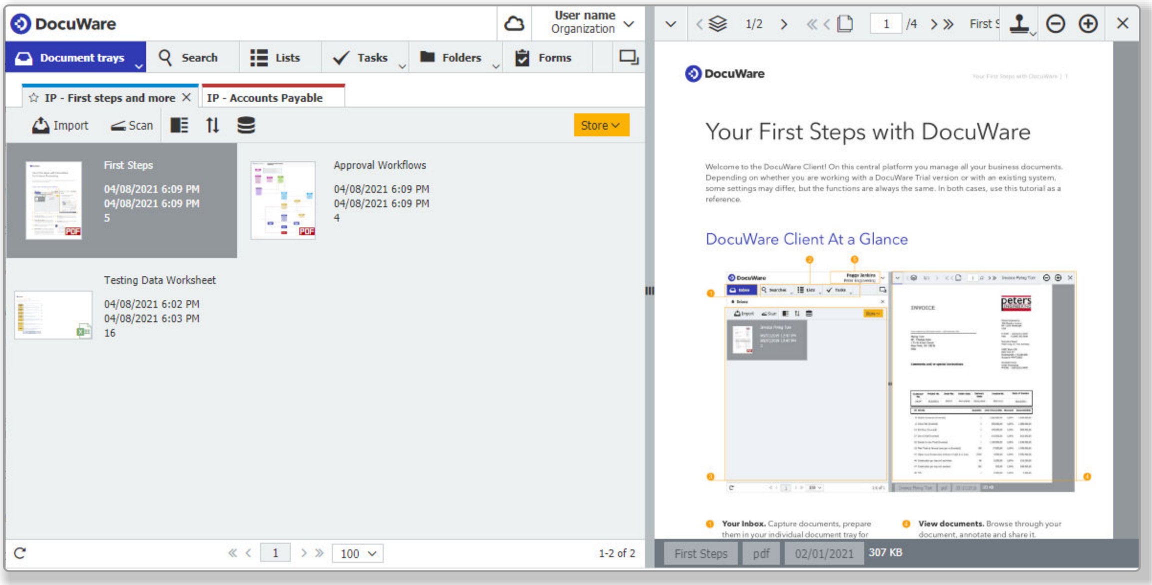
6.1 First steps with a trial version of the solution

You can test DocuWare for Invoice Processing for 30 days without obligation and free of charge.

After creating the solution in the DocuWare Trial, you receive a registration email including your URL and user name along with the administrative access log in. (The administrative access provides full access to the configurations, all the file cabinets, and to the workflows of the solution).

You can use the full range of DocuWare Cloud with up to 250 MB of stored documents. Basic workflow settings (page 23) for invoice processing are already turned on and can be used immediately.

When you log into the DocuWare client, open the "IP - First steps and more" document tray. Review the First Steps document for helpful tips to get started. Store a sample invoice from the "IP - Accounts Payable" document tray and assign it to a sample user (page 24).



Testing with own data

To test with your own data right click on the Testing data worksheet in the "IP - First steps and more" document tray and select "Download" then "in original format". Save the Excel file locally and populate each applicable section of the Excel file with your data.

Email the completed file to: support.americas@docuware.com. We will contact you to discuss the next steps.

6.2 Workflow settings turned on by default

When you register for a trial account for the invoice processing solution, the following settings are turned on:

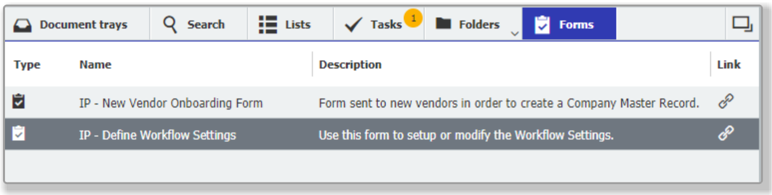
DocuWare for Invoice Processing Settings	
Vendor check and validation	
Vendor master file verification	off
Duplicate invoice control	on
Straight through processing	
QuickMatch (Dollar limit is set in the vendor master file)	on
3-Way match (Invoice, purchase order & packing slip)	off
Invoice Approval	
No approval (goes directly from review to completion)	off
Approvals to Requestor(s) and/or Cost Center Managers(s)	on
Approval Limit	
Corporate approval	on
Individual user approval limit	on
Exporting Invoice Transactions	
Data Export	off

Settings such as the Vendor master file verification, 3-Way Match or the Data Export are simple to activate by completing a "Define Workflow Settings" form. Learn more

6.3 How to change default workflow settings

The workflow setting options (page 23) can easily be turned on or off by completing a "Define Workflow Settings" form within your DocuWare Client. You have to be logged in as administatror for this.

- Go to the “Forms” tab.



- Open the form “IP - Define Workflow Settings” by double clicking.
- Enter your organizational details and update your workflow setting options.
- Submit the form: Your settings are saved and will be automatically activated.

6.4 Testing with sample users

The trial version (page 22) of the solution contains six sample users with different roles and approval dollar thresholds:

- Accountant **Peggy Jenkins** receives invoices to store in the process for the validation tasks and is assigned roles including invoice distributor and final approval processing.
- Finance Manager **Elizabeth Cash** can approve invoices below the predefined user limit of $500. (To test this function, you need to activate the approval workflow setting option to demonstrate user limits). The default setting is based on a corporate dollar threshold of $0 requiring a second level approval on all invoices.
- **Peter King** and **Peter Sanders** receive invoices assigned to them or invoices requiring a second level approval in the approvals process based on the default corporate dollar limit or user limit.
- **Fred Winne**r and **Brian Ford** receive invoices when they are assigned to them in the approvals process.

To test the invoice processing:

- Store a sample invoice from the IP - Accounts Payable document tray.
- Assign invoice under "Requestor" to a sample user, then log in as sample user to complete the approval process.
- Or try out the solution together with your colleagues and add them as a new user in your trial version.

To login to a sample user's account, just go to the login page of your DocuWare organization, enter the username of a sample user (Peggy.Jenkins, Elizabeth.Cash, Peter.King, Peter.Sanders, Brian.Ford or Fred.Winner) and log in with the password you have selected during the service registration.

If you have forgotten the password or want to use different passwords for the sample users, go to "Reset password", then enter the desired username and click on "Send email." Then you will receive an email with a link that you can use to assign a password (the message will be sent to the email of the user who has registered for the trial account). You can also change password and general user data within DocuWare configurations.

6.5 Accounting or ERP systems that can import data created by DocuWare

DocuWare for Invoice Processing creates a CSV file format for easy posting back to most accounting and ERP systems. Any system capable of accepting a CSV file as input can utilize the data export process.

DocuWare provides sample configurations for QuickBooks (using the SaasAnt Transactions as the transport media), Sage 50, Microsoft Dynamics GP, Microsoft Dynamics NAV, Blackbaud Financial Edge, and a non-vendor specific data export file can be utilized for other accounting systems.

6.6 Using the solution with multi-subsidiaries

DocuWare for Invoice Processing can manage an organization with multi-subsidiaries. When processing invoices for several subsidiaries within one finance department, the solution can easily be set up in just a few steps.

Easy to use as each subsidiary is assigned their own "Subsidiary ID". This mandatory field "Subsidiary ID" is created from the subsidiary name and subsidiary number during implementation.

In addition, all relevant elements of the solution such as store dialogs, vendor master records, personnel records, chart of accounts, etc. must be identified with the Subsidiary ID, name and number.

In the trial account the solution is setup with one subsidiary - the default is "100 > Subsidiary 1.

- Subsidiary information is required on all records below. This information is collected during implementation on the data collection worksheets.
- Subsidiary Information
- Employee File Information for Requestor Approvals stored in the Personnel File Cabinet
- Employee File Information for Cost Center Approvals stored in the Personnel File Cabinet
- Vendor Master File
- Company Credit Card Record
- Chart of Accounts
    - general ledger account numbers and account names
    - cost center numbers and cost center names
    - general ledger optional account number and names (if applicable)

6.7 Adding new index fields

If you miss index fields in the solution, these can be added. It is best to discuss this with your DocuWare consultant before implementing your solution, especially if the index fields are also to be included in workflows.

As the administrator, you can also add index fields yourself later.

Proceed as follows, for example, if you want to extend the "Accounts Payable" store dialog for the "Accounts Payable" file cabinet:

- Open DocuWare configurations via the main menu.
- Click on the "File Cabinets" on the Document Storage category row.

- Use the edit pen to open the Accounting file cabinet.
- Click on the "Database fields" tab. You will now see a list of all fields that have already been created for this file cabinet.
- Click on the plus sign on the bottom left to create an additional field.
- Enter a new field name and select the type of field from the dropdown list. Save the entry.
- Switch from "Database Fields" tab to "Dialogs" tab.
- Click on the store dialog where you want to add the field.
- Make the new field visible by clicking on the grayed-out eye and thereby activate it. If necessary, place a check mark next to "Mandatory field".