

Integration Kluwer and Onea Connected

A step-by-step guide for the setup and operation

Contents

Summary	3
Kluwer Configuration	4
Centraal Dossierbeheer	4
Expert/M configuration	5
Processing an incoming invoice.....	6
Connected Steps.....	6
Kluwer.....	6
Data Mapping.....	11
Purchase Invoices	11
Sales Invoices.....	11
Known Issues	12

Summary

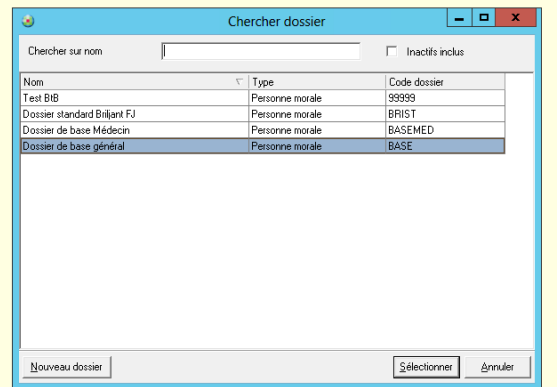
This document describes the initial setup of the integration with the Onea Connected environment, together with the example on how to operate and work.

Kluwer Configuration

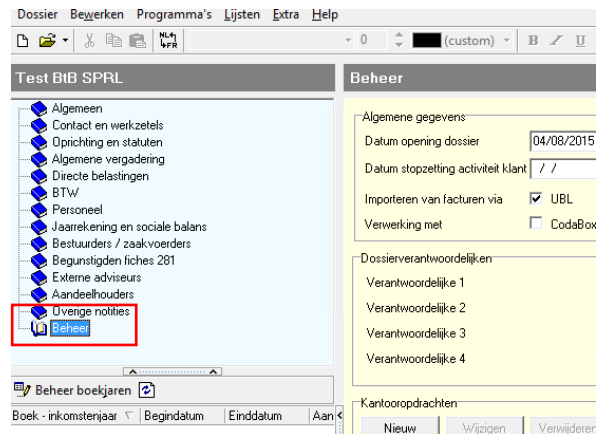
Centraal Dossierbeheer

You need to activate the import capabilities of your dossier.

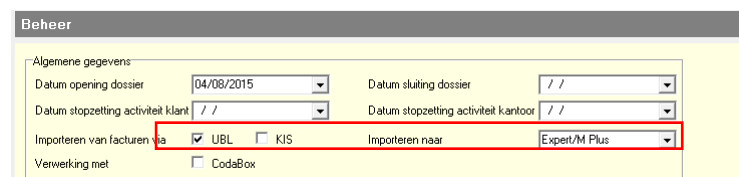
Select your dossier



Go to Beheer

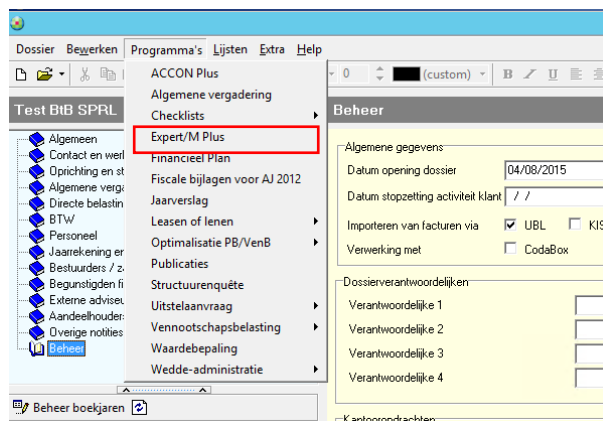


Activate the import.
Set Import invoices with UBL
Select the target : Import To (Expert/M)

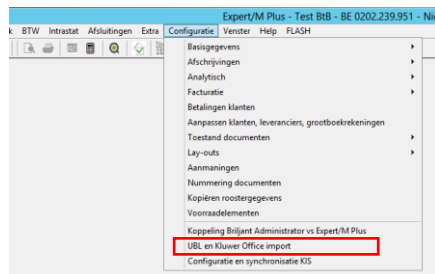


Expert/M configuration

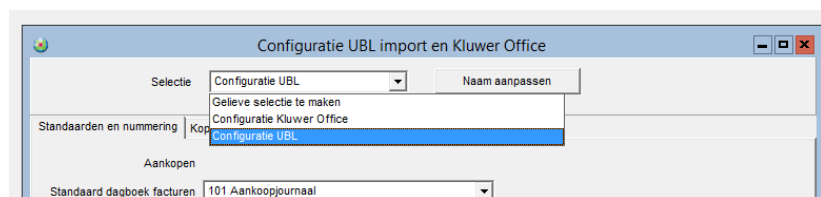
Go to Expert/M



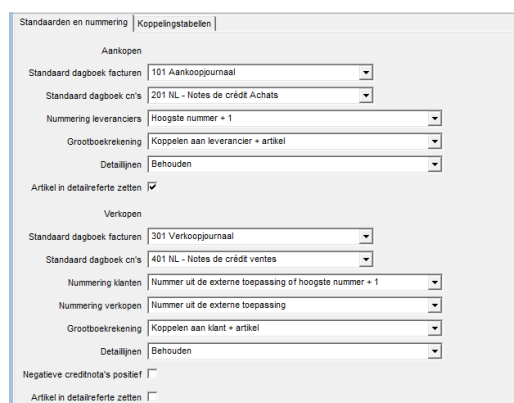
Ga naar configuratie> UBL and Kluwer Office import in Expert/M



Select UBL configuration



Set the default values. This depends on your internal processes and the type of dossier



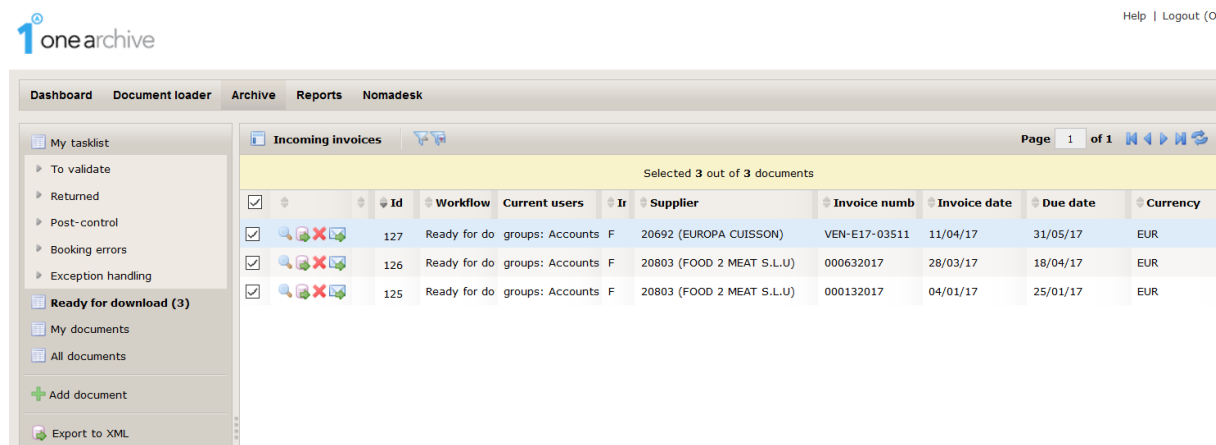
Processing an incoming invoice

The following chapter will present how to process a incoming invoice, i.e. a purchase invoice, that must be processed in the accounts payable section.

Connected Steps

After normal processing of your invoice (scanning, validation, approval, ...), the documents will end up in the 'Ready for download' category.

Simply select the invoices you want to download and click the 'Export to XML' button. Your invoices will be grouped together in a zip file and downloaded to your pc. Next, you extract the zip file to a location your Expert/M software can pick up the files.

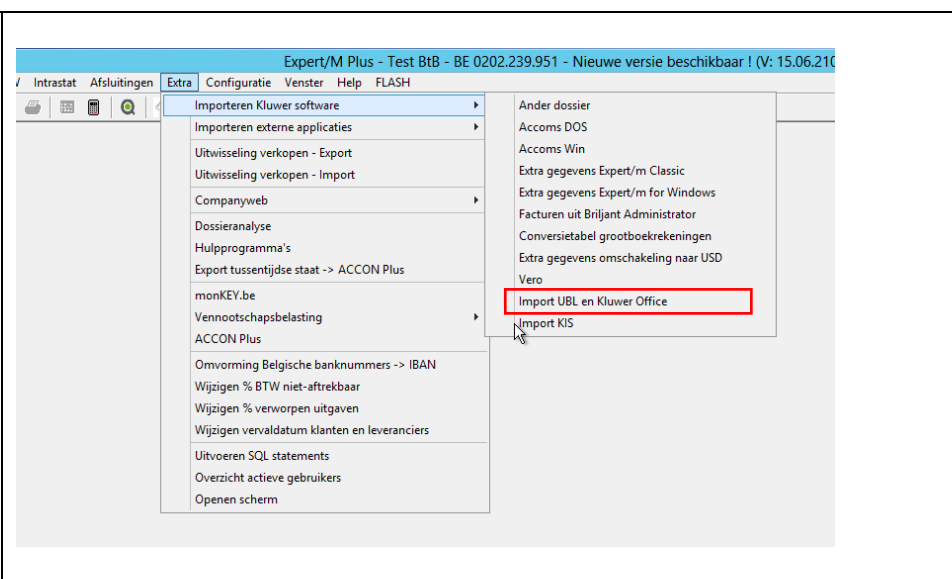




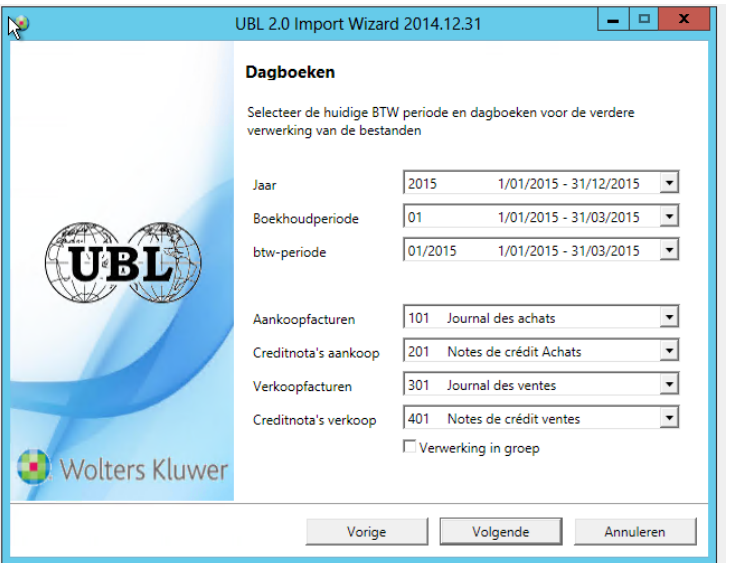
The screenshot shows the 'onearchive' web interface. The top navigation bar includes 'Dashboard', 'Document loader', 'Archive', 'Reports', and 'Nomadesk'. The left sidebar has a 'My tasklist' section with options like 'To validate', 'Returned', 'Post-control', 'Booking errors', 'Exception handling', and 'Ready for download (3)'. The main area is titled 'Incoming invoices' and shows a table of 3 documents. The table has columns for Id, Workflow, Current users, Ir, Supplier, Invoice numb, Invoice date, Due date, and Currency. The 'Ready for download' button is visible in the bottom left.



Id	Workflow	Current users	Ir	Supplier	Invoice numb	Invoice date	Due date	Currency
127	Ready for do	groups: Accounts	F	20692 (EUROPA CUISSON)	VEN-E17-03511	11/04/17	31/05/17	EUR
126	Ready for do	groups: Accounts	F	20803 (FOOD 2 MEAT S.L.U)	000632017	28/03/17	18/04/17	EUR
125	Ready for do	groups: Accounts	F	20803 (FOOD 2 MEAT S.L.U)	000132017	04/01/17	25/01/17	EUR

That's it. No more actions in Connected.

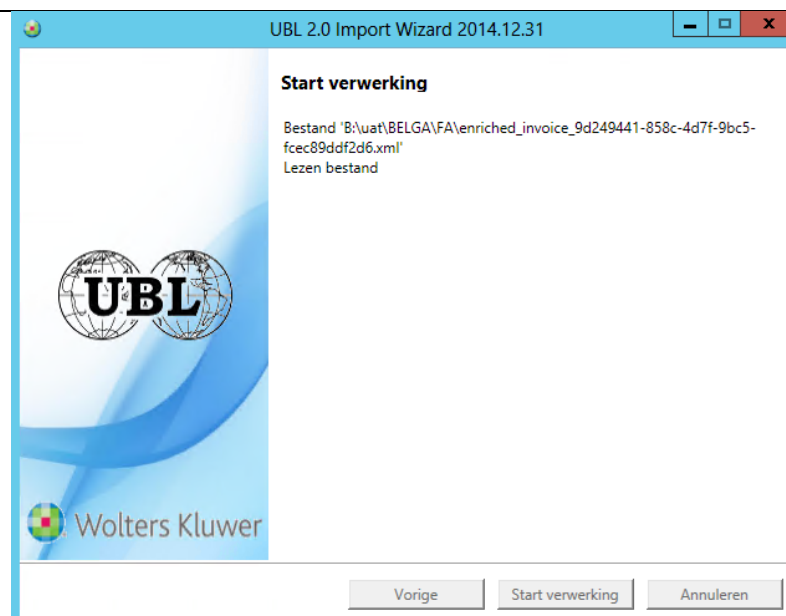
Kluwer

<p>Go to Expert/m > Extra > Import UBL ...</p>	 <p>The screenshot shows the 'Expert/M Plus' software interface. The 'Extra' menu is open, and the 'Import UBL en Kluwer Office' option is highlighted with a red box. The menu also includes options like 'Importeren Kluwer software', 'Importeren externe applicaties', 'Uitwisseling verkopen - Export', 'Uitwisseling verkopen - Import', 'Companyweb', 'Dossieranalyse', 'Hulpprogramma's', 'Export tussentijdse staat -> ACCON Plus', 'monKEY.be', 'Venootschapsbelasting', 'ACCON Plus', 'Omvorming Belgische banknummers -> IBAN', 'Wijzigen % BTW niet-afreikbaar', 'Wijzigen % verworpen uitgaven', 'Wijzigen vervaldatum klanten en leveranciers', 'Uitvoeren SQL statements', 'Overzicht actieve gebruikers', and 'Openen scherm'.</p>
<p>This will start the import wizard. Click Next</p>	

	
<p>Point the wizard to the Path on were you extracted the xml files.</p> <p>Click next</p>	
<p>Set the correct period information.</p> <p>This step in the import wizard makes it compulsory to process documents of the same period.</p> <p>Other information in the wizard are based on the preferences set previously.</p>	

<p>“Verwerking in groep”/ Batch processing first imports the file, then asks for booking action</p> <p>Click Next</p>	
<p>Set (or accept previous settings) the default action after processing.</p> <p>We strongly suggest to move succesfull files to Imported folder and files with errors to the Error folder.</p> <p>This will avoid importing the same files again.</p> <p>Click next</p>	
<p>Click next to start the import</p>	
<p>The processing starts immediately. The processing is</p>	

feedbacked instantly.



When the import is done, you can enter the booking data.

The invoice image is present and all metadata is entered.

The only thing to do is to book the invoice

Document verwerking:

Leverancier: Jand and Co Adres: Upper Street 55
 Ondernemings nr.: 0537.439.782 9000 Gent
 Document soort: Factuur Land: BE
 Document type: Aankoop Datum: 01/08/2015 Uw referentie:
 Vervaldatum: 31/08/2015 Onze referentie:
 Dagboek: Aankoopjournaal OGM: 020/2239/95192
 Totaal: EUR 2.299,00 Netto: 1.900,00 Btw bedrag: 399,00
 Koers: 1,0000 Kort. contant: 0 % kort. contant: 0

#	Art.nr.	Omschrijving	Grootboekref.	VatCode	Btw	Btw-rooster	Btw naft.	Aantal	Eenheidsprijs	Totaal bedrag
1			600000	%	0	81	0,0000	1,00	1.900,00	1.900,00



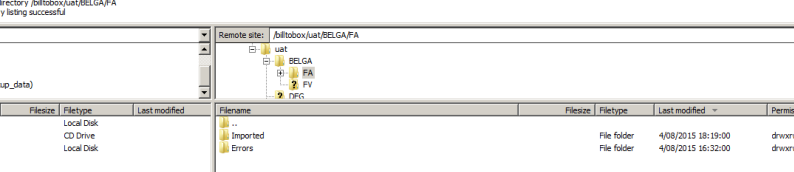
Details

Invoice image preview:

Bevestigen Annuleren

When all documents are imported, the wizard gives a summary of the action.

Click on the Report to see the details of the import action:

	
<p>Import Report Detail</p>	
<p>The original file is also moved to the Imported folder. The folder containing the files is now clean</p>	

That's it !

Data Mapping

Purchase Invoices

Field	Remarks
Supplier	Imported, matched. New suppliers can be added with 1 click
Supplier Address	Imported
Supplier VAT / BCE / KBO	Imported
Document Type	Imported
Invoice Date	Imported
Due Date	Imported
OGM (Payment Reference)	Imported
TOTAL VAT In	Imported
TOTAL VAT Ex	Imported

Sales Invoices

To be done

Known Issues

IC invoices can be imported with wrong parameters	For IC invoices, the UBL import can result in having wrong VAT parameters ("BTW rooster") on the booking lines. When Kluwer finds a solution for this, we will keep you updated.