



## EuroFib Archiv (EFA)

### Directory

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## Overall information

In modul „EuroFib Archiv“ (EFA) you are able to allocate electronic documents (e.g. PDF invoices) to your postings.

Afterwards you can view/open this allocated documents at any time with one mouse click in several programs (e.g. account sheet, open items, payment services,...)

### Technical information:

These documents will be saved in the file system (and not in the data base).  
You can allocate different file types (not only PDF-files).

## Requirements and necessary preparations

- Installed modul „EFW63, EuroFib Archiv“
- Activation via SUPERVISOR in

Special programs => system administration => DMS Definition => Eurofib Archiv

Eurofib archive - options		
active	<input checked="" type="checkbox"/>	creation 10.08.2018 SUP
		change 26.04.2019 SUP
<b>Paths</b>		
archive	C:\EuroFib\Archiv\	...
original	C:\PDF_Belege\	...
Delete original file	<input checked="" type="checkbox"/>	
<b>settings</b>		
Dokument automatisch öffnen	<input checked="" type="checkbox"/>	

Additional optional settings:

**Archiv** Documents will be archived in a default structure with subfolders in this directory.  
The folder „Archiv“ from EuroFib directory (PwEuro\Program\Archiv) will be used automatically if you do not enter a specified directory here.

**Original** This directory will be opened as default if you want to allocate a document to your posting. (eg central storage of scanned vouchers).

The parameter %client within the path will be replaced with the current logged in EuroFib client. (always 4-digits with pre-zeros)  
e.g. C:\PDF\_Belege\%client\  
client 1 => C:\PDF\_Belege\0001\  
client 100 => C:\PDF\_Belege\0100\



Additional possible parameters:

- %vouchertype voucher type
- %usernb user number (3 digits, eg. user 1 = 001)

The folder „Programm“ from EuroFib directory (PwEuro\Programm\)) will be used automatically if you do not enter a specified directory here.

Delete Original file Should the original file be deleted after allocation to a posting and only be available in EuroFib archiv?

Open doc. automatically If you assign a document to a posting it will be opened automatically.

Basic data => Company index => Voucher types

Additional you have to activate the “archive entry” checkbox for the desired voucher types:

The screenshot shows the 'Voucher types' window with the following details:

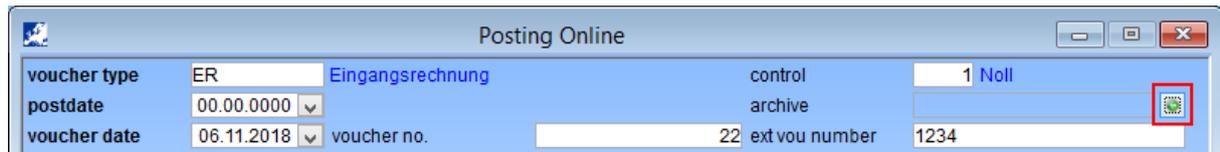
- Title:** Eingangsrechnung
- Type of accounting:** creditors posting (dropdown), standard (dropdown)
- Default:** credit (dropdown)
- Account:** (empty field)
- Contra-acc:** (empty field)
- Creation:** 10.10.2013 (SUP)
- Change:** 06.11.2018 (SUP)
- acc. structure:**
- active:**
- Options:**
  - copy posting text:
  - selection of bank connection:
  - archive entry:**
  - assignment:



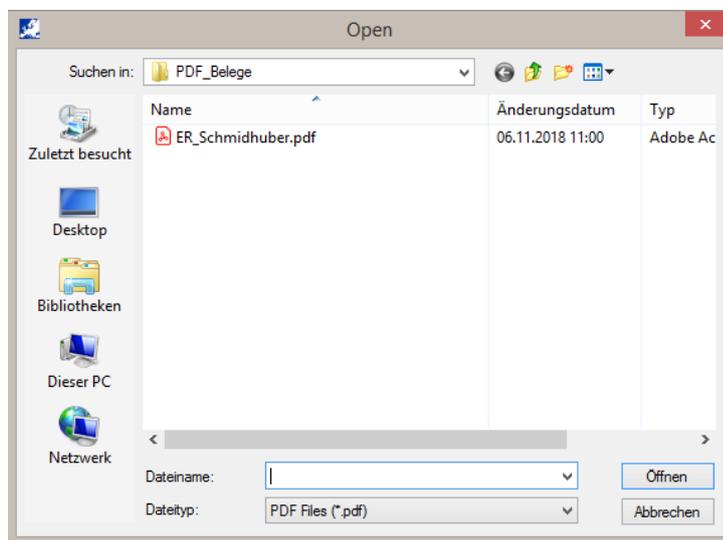
## Archiving of documents in the financial accounting

### Online postings

In the course of your usual posting task, you can click on the green symbol  ...

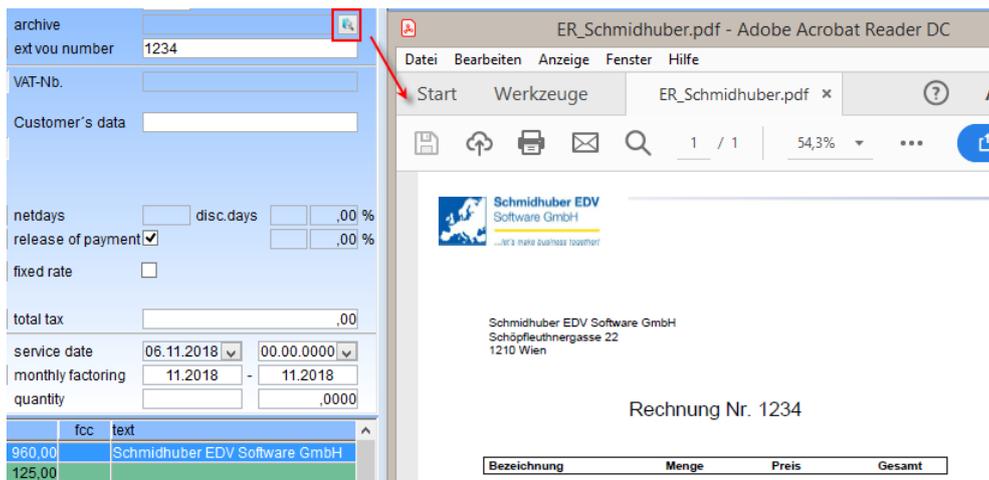


... and select a document.



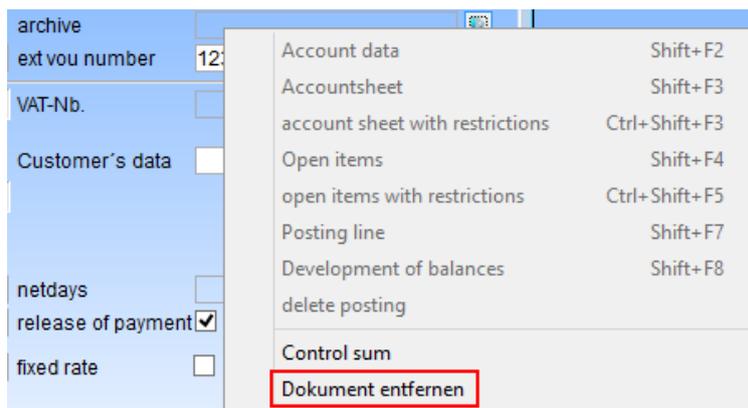
**Alternativ** you can also pull the file via „**Drag & Drop**“ into the posting mask.

As soon as there was a document allocated, you will see the new EFA symbol . Via click on the symbol, you are able to open/view the document.



Via right mouse button, you have the option to choose “**delete document**”  
If you want to delete an allocated document, click on the right mouse button and select „**delete document**“.

Alternativ, you can also pull a new document easily via „Drag & Drop“ into the mask – it will replace the previous allocated document.



Note:

If a document was replaced/deleted, the **original file will be restored on the original storage location!**

***Amendment of account lines (add/adjust subsequently/afterwards)***

For allocation of a document to a posting afterwards via “Change accounting lines” please click on the green symbol 🟢 or process via „Drag & Drop“.



Change account									
1 SUP (SUPERVISOR) / 06.11.2018					Standard				
control user Noll / 5111					Standard				
posting date 06.11.2018		2018/11		voucher no. 20		voucher type Eingangsrechnung			
voucher date 06.11.2018		ext. voucher No. 1234		archive					
account	contra account	description for post	amount debit	amount credit	taxcd	tax amount debit	tax amount credit	assignment	cost cc
30005	0500	Schmidhuber EDV Software GmbH		960,00					
3300	30005	Schmidhuber EDV Software GmbH		960,00					
0500	30005	Schmidhuber EDV Software GmbH	800,00		220	160,00			
2900	0500	Schmidhuber EDV Software GmbH	160,00		220				

If a document has already been allocated, you are able to view this document via click on the EFA symbol

voucher type	Eingangsrechnung
archive	00000000008586

To change an allocated document, delete the entry in field „Archiv“ – the green symbol will appear again – or easily pull the new/correct document via „Drag & Drop“ into the mask.



## Open documents

You are able to open the documents in different EuroFib programs – therefore click on the desired posting and afterwards on the EFA symbol in the menu bar – e.g.:

### Reports => account sheet => screen

postdate	voucher date	VT	vou no.	posting text	contra-acc tax cd	debit	credit
06.11.2018	06.11.2018	ER	20	Schmidhuber EDV	0500		960,00

### Reports => open items => screen

vouch. date	VT	vou no.	text	debit	credit	open
08.03.2013	ER	130003	Softwarepakete für V		1.200,00	-600,00
05.05.2015	BA1		Schmidhuber EDV	600,00		
09.12.2015	ER	3			1.000,00	-1.000,00
10.07.2017	ER	14				0,00
10.07.2017	ER	14			80,00	-80,00
10.07.2017	ER	14			20,00	-20,00
06.11.2018	ER	20	Schmidhuber EDV Soft		960,00	-960,00

### Payments => outgoing/incoming payments => edit

vouch. date	VT	vou no.	due	Ol amount	dis%	discount	payment	Customer's data	text
06.11.2018	ER	20	06.11.2018	-960,00	,00	,00	-960,00		Schmidhuber EDV So



## Archiving of documents in other modules

### Pre-enter vouchers

The addition/replacement/deletion of documents works similarly as described in topic „Online postings“.

int.nbr	3	creation	06.11.2018	SUP
received on	06.11.2018	change	06.11.2018	SUP
release	<input checked="" type="checkbox"/>			
voucher type	ER	Eingangsrechnung		
postdate	00.00.0000	archive		
voucher date	06.11.2018	ext vou number	21	
you no. intern	21			

If you have already allocated a document in pre-enter vouchers and additionally taken over this voucher in „Online postings“ via „Edit“ => Vouchers from pre-entry“, then the allocated document will also be proposed for the posting and transferred to the financial accounting (posting) while saving.

### Invoice

The addition/replacement/deletion of documents works similarly as described in topic „Online postings“.

order	135	date	22.08.2018	voucher	AR	c	6	from	22.08.2018	active	<input checked="" type="checkbox"/>
archive numb				Ext. voucl	6						
customer	20000	Test customer, Zusatz, AT-1210 Schöpfleuthnergasse 22									
Cust. IV	20000	Test customer, Zusatz, AT-1210 Schöpfleuthnergasse 22									

If you have already allocated a document in the invoice modul and the respective voucher will be transferred later into the financial accounting, then the allocated document will also be transferred to the posting.

### Stacks

You are able to import documents by stack import as well.  
For details please check the interface descriptions.



## **Documents as e-mail attachment for reminder management**

You are able to add your archived documents to your reminder management e-mails automatically (eg. PDF outgoing invoices).

Mail / Fax	
Mailvariante	Microsoft Outlook
	C:\EuroFib Seminar\Export\
EFA - Anhängen	Originalbeleg (Belegart_Belegnummer)
Faxvariante	Standarddruck
Mahntexte erfassen in	MS Word 8