



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

	creation	10.08.2018	SUP
change	26.04.2019	SUP	

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:

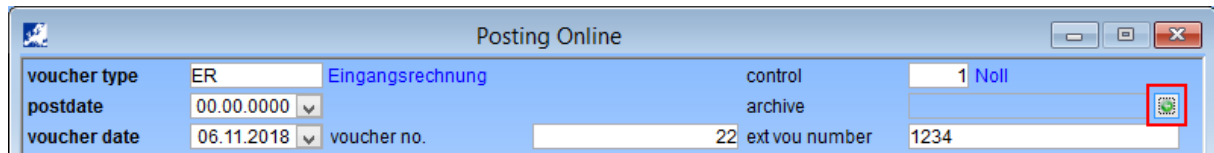
- General Tab (highlighted):**
 - voucher type: ER
 - title: Eingangsrechnung
 - type of accounting: creditors posting (dropdown), standard (dropdown)
 - default: credit (dropdown)
 - account: [empty]
 - contra-acc: [empty]
- Metadata:**
 - creation: 10.10.2013, SUP
 - change: 06.11.2018, SUP
 - acc. structure: [empty]
 - active: ☒
- foreign currency:**
 - foreign currency: ☒ voucher date (dropdown), buying rate (dropdown)
 - average exch. price: ☐
 - fixed rate: ☐
- Options:**
 - copy posting text: ☐
 - selection of bank connection: ☒
 - archive entry: ☒ (highlighted)**
 - assignment: ☒



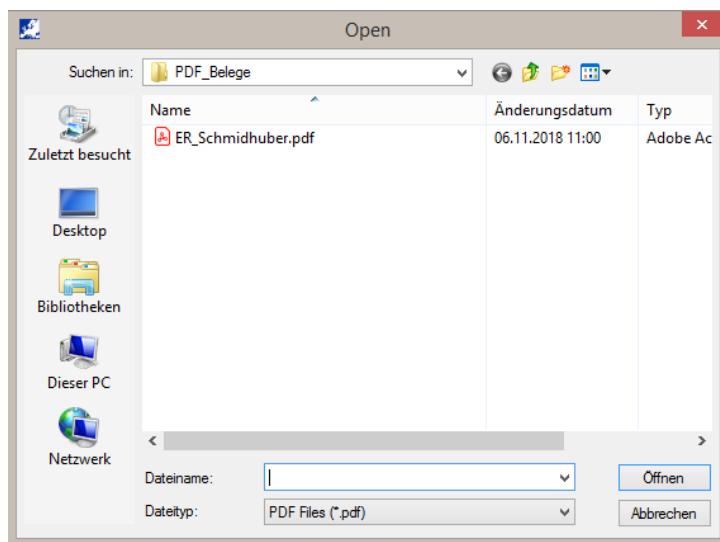
Archiving of documents in the financial accounting

Online postings


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

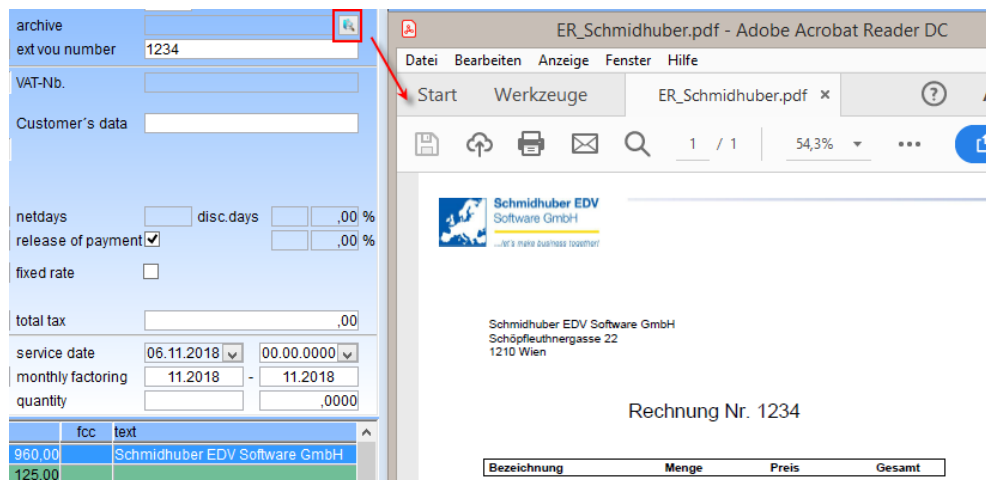


... and select a document.



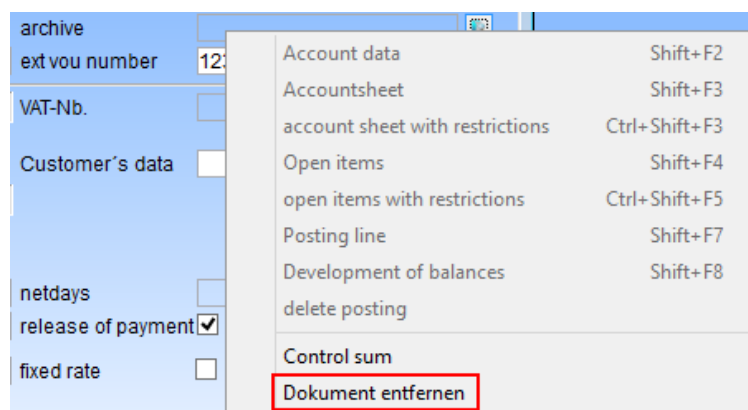
Alternativ you can also pull the file via „**Drag & Drop**“ into the posting mask.

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

control user: Noll / 5111


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 co
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 taxcd	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

account	surname	cou.	next	due date	cc	Ol amount	discount	payment	D	F	E
30005	Schmidhuber EDV Software GmbH	AT	06.11.2018			-960,00		-960,00			



Archiving of documents in other modules

Pre-enter vouchers

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

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“.

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