d.velop connect for Microsoft Dynamics 365 Finance: Administrator

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1. d.velop connect for Microsoft Dynamics 365 Finance: Administration

1.1. Basic information about the application

This chapter contains general product information.

1.1.1. About d.velop connect for Microsoft Dynamics 365

d.velop connect for Microsoft Dynamics 365 creates a seamless connection between your ERP system and the digital archive systems of d.velop AG that features an exchange of information in both directions. As a result of the integration of the ECM system, all outbound documents printed in Microsoft Dynamics 365 are automatically stored in the central information management function. That means the documents are also available outside of the ERP system. This component forms only the adapter for d.velop cloud and works together with interfaces from Microsoft Dynamics 365.

1.2. Installing and uninstalling

This chapter contains information on the installation of d.velop connect for Microsoft Dynamics 365.

1.2.1. System requirements

Supported systems

- Microsoft Dynamics 365 Finance & Operations

> **Warning**
>
> Note that you are required to run a software version supported by Microsoft in your systems. d.velop does not guarantee compatibility for older versions of Microsoft software that are no longer supported by Microsoft. The version of d.velop integration for Microsoft Dynamics 365 is supported by d.velop for twelve months following publication. d.velop reserves the right to restrict functions after the twelve months have passed.

Operating mode

Install d.velop connect for Microsoft Dynamics 365 in the same location as the ERP system. If you operate the ERP system in the cloud, you must also operate d.velop connect for Microsoft Dynamics 365 in the cloud. If you operate the ERP system locally (on-premises), you must also install and operate d.velop connect for Microsoft Dynamics 365 locally.

1.2.2. Installing d.velop connect for Microsoft Dynamics 365

This chapter contains details about the installation of d.velop connect for Microsoft Dynamics 365. Information on download and installation are available in the software from d.velop and Microsoft.

Installation in your d.velop tenant

You want to install d.velop connect for Microsoft Dynamics 365 in your d.velop cloud tenant.

This is how it works

1. Click on the feature **Subscribe App** on the start screen of your d.velop cloud tenant.
2. Search for **d.velop connect for Microsoft Dynamics 365** and select the entry.
3. Click the button **Book now**.
4. Follow the configuration assistant.

5. Confirm the deployment by choosing **Subscribe for a fee**.

You have successfully deployed d.velop connect for Microsoft Dynamics 365 in your tenant. The app should now appear as a configuration area in the feature **Configuration** for your tenant.

Installation within Finance and Operations

You want to install d.velop connect for Microsoft Dynamics 365 in your Finance environment. This chapter provides you with the information you need to do so.

d.velop connect for D365 is provided as a deployable package. This package is installed or deployed via a standard Microsoft process in the relevant Finance environments.

Follow the steps in the Microsoft Dynamics 365 documentation for deploying a package via Microsoft Dynamics Lifecycle Services (LCS).

Downloading the installation package

You will find the current installation package, which you can download, in the app d.velop connect for Microsoft Dynamics 365 in your d.velop cloud tenant.

This is how it works

1. Click **Configuration** on the start page in your d.velop cloud tenant.
2. Navigate to **Microsoft Dynamics 365 > Integration packages**.
3. Download the package for the desired Microsoft Dynamics 365 product.

> **Note**
>
> The following is important if you download an update for a product:
>
> If there is a critical change in the update, you will be notified. You must confirm that you are aware of this notice. If you perform the update without acknowledging the notice about critical changes, it may be the case that certain functions no longer work as they did previously.

1.2.3. Uninstalling d.velop connect for Microsoft Dynamics 365

You can remove d.velop connect for Microsoft Dynamics 365 from your d.velop cloud tenant. The configurations you have made to date will be lost if you remove the app and unsubscribe from it.

This is how it works

1. Click the feature **d.velop cloud management** on the start page in your d.velop cloud tenant.
2. Select the organization from which you would like to remove the app.
3. Click **Edit tenant**.
4. Click **d.velop connect for Microsoft Dynamics 365 > Unsubscribe app**.
5. Confirm that you want to unsubscribe from the app.

You have successfully unsubscribed from the app d.velop connect for Microsoft Dynamics 365 and removed it from your tenant.

1.3. Configuring d.velop connect for Microsoft Dynamics 365 (Finance and Operations)

This chapter contains information about configuring d.velop connect for Microsoft Dynamics 365.

1.3.1. Connecting your Finance environment (on-premises) to the d.velop cloud

After you install the module, in an “on-premises” scenario you can also connect your finance environment to d.velop infrastructure components on which d.velop connect for Microsoft Dynamics 365 is installed.

This is how it works

1. Open the **d.velop connect** module in your finance environment.
2. Open the section **Settings > d.velop connect parameters**.
3. Enter the URL for the d.velop infrastructure components in the **General** section.
4. Enter your access key in the field **API key**. For more information on creating and using API keys, refer to the Configuration guidelines for d.velop infrastructure components in the chapter **Using API keys for inter-app communication**.
5. Click **Save**.
6. In the **d.velop cloud status** section, click **Connect to d.velop cloud** to register an access point in your d.velop connect adapter.

You have now successfully created a connection between your Finance environment and your d.velop infrastructure components. The status in the field **Connection status** indicates that the connection was successful. You will find a technical ID for your system connection in the field **Repository ID**.

Set up the feedback channel for communication from the d.velop connect adapter to your finance environment as well.

This is how it works

1. In preparation, you require an ADFS configuration for feedback communication. Keep the application ID created there and the client secret for later in the process. Proceed as described on the following pages.
   - Microsoft Docs: Instructions for configuring an ADFS application
   - Microsoft Docs: Authenticating Dynamics 365 Finance on premises
2. Open the **d.velop connect** module in your finance environment.
3. Open the section **Settings > d.velop connect parameters**.
4. Click **General > Open d.velop cloud.**
5. Enter the ADFS application ID and the secret client key in the **Access data (Microsoft Dynamics 365 F&O)** area.
6. Go to the Finance environment and register the ADFS application you just created.
7. Go to **Modules > System administration > Settings > Microsoft Entra ID applications** and add an application with the following properties:
   - Application ID
   - Meaningful name
   - Technical user. You will find detailed information about the authorizations later on.
8. Test the connection with **Test connection**.

You have successfully set up a communication path from the d.velop connect adapter to your finance environment.

You have the option of equipping technical users with pre-configured security roles.

This is how it works

1. You can create technical users in the module **System administration > Users > Users**.
2. Under **Assign to role**, you can find two pre-configured security roles. Select one of the roles and assign it to the user.
3. The role **System user** is no longer required. You can remove this role.

The following security roles exist:

Techn. designation	Label	Description
d.velop connect user role	d.velop connect user	With this role, F&O users obtain access permissions to interact with the d.velop module. These permissions allow the following activities: • Open document jumps • View d.velop-specific invoice information • Create an attachment to be processed with the d.velop module This role has existed since version 1.25.0.5365. You have to actively assign the role to F&O users if the users want to interact with the d.velop module. In older versions, all users had the necessary permissions through the **system user** role. This role has been eliminated as of version 1.25.0.5365.
d.velop connect archiving API role	d.velop connect archiving API role	You can use this role to equip technical users with exactly the access rights they need for document archiving. The users do not have authorizations beyond these.
d.velop connect accounts payable automation API role	d.velop connect accounts payable automation API role	You can use this role to equip technical users with all the access rights they need for inbound invoice automation, master data synchronization, purchase order synchronization, and document archiving. If you decide to use this role, you no longer need the role “d.velop connect archiving API role” because it is implicitly contained in this one.

For detailed information about the security roles, see the module **System administration > Security > Security configuration**.

You have now properly equipped the technical user with selected access options for the product scenarios.

1.3.2. Connecting your Finance environment (cloud) to the d.velop cloud

After installing this module, you will be able to connect your Finance environment to the same d.velop cloud platform on which d.velop connect for Microsoft Dynamics 365 is installed.

Prerequisites

- You have registered in d.velop cloud and created an organization and tenant there.
- You have successfully subscribed to the app d.velop connect for Microsoft Dynamics 365 with your cloud tenant.
- The d.velop connect module is installed on your Dynamics Finance and Operations tenant.

As the first configuration step, create an API key in your d.velop cloud tenant.

For more information on creating and using API keys, refer to the Configuration guidelines for d.velop infrastructure components in the chapter Using API keys for inter-app communication.

> **Note**
> **Use with Microsoft SharePoint**
>
> If you are using d.velop connect in combination with Microsoft SharePoint, you must select a user with which you can also log into d.velop cloud. This is required because a specific SharePoint user for storing documents must be defined for the technical user.

In the next step, create a technical user in your Finance environment.

This is how it works

1. In Finance and Operations, go to the area **Modules > System administration > Users > Users**.
2. Click **New** and then create a new user.
3. Assign a user ID (e.g. “dvelopServiceUser”), a user name (e.g. “d.velop Service User”), and an e-mail (e.g. “dvelopServiceUser@yourcompany.com”) to the user.

   > **Note**
   > The e-mail address must belong to a registered Microsoft Entra ID user in your Microsoft Entra tenant.
   >
   > We recommend using a dedicated Microsoft Entra ID user as the technical user.

4. To change the role, click **Assign role**.
5. Add the following roles:
   - **d.velop connect API role for the archiving**
   - **d.velop connect API role for the accounts payable automation**
6. Remove the **System user** role.

You have now successfully created a technical user within your Finance environment.

In the next step, create an app registration in your Microsoft Entra tenant.

This is how it works

1. Go to the Microsoft Entra admin center of your Microsoft Entra tenant and log in there with a user with administration rights.
2. Go to the area **Identity > Applications > App registrations**.
3. Choose **New registration** to create a new app.
4. Provide a descriptive name for the app (e.g. “d.velop D365 F&O Connection”).
5. Select **Accounts in this organizational directory only** as the supported account type.
6. To finish creating the app, click **Register**.
7. Open the app you just created and go to **API permissions**.
8. Use **Add a permission** to add an additional permission.
9. Under **Microsoft APIs**, select the entry **Dynamics ERP**.
10. Select **Delegated permissions** as the permission type.
11. Activate the following permissions:
    - **AX.FullAccess**
    - **CustomService.FullAccess**
    - **OData.FullAccess**
12. Click **Add a permission**.
13. Go to the **Certificates & secrets** area in your app.
14. In the **Client Secrets** area, create a new secret client key.
15. Provide a descriptive name (e.g. “D365 Client Secret”).
16. Assign a validity period.

17. Note the key for the next configuration step.

> **Warning**
> You cannot view the key afterwards. You can create a new key at any time as needed.

18. Go to the **Summary** section and note down the **Application ID (Client)** for the further configuration steps.

You have now successfully created an app registration in your Microsoft Entra tenant. This app registration can be used for the further configuration steps.

In the next step, you can establish the connection from your Finance environment to d.velop cloud.

This is how it works

1. In your Finance environment, go to the area **Module > d.velop connect > Settings > d.velop connect parameters**.
2. In the **General** section, first enter the URL of your d.velop tenant (format: https://<your URL>.d-velop.cloud) in the field **d.velop platform domain**.
3. In the **API key** field, enter the access key from your d.velop cloud tenant.
4. Click **Save**.
5. In the **d.velop platform status** section, click **Connect to d.velop platform** to register an access point with your d.velop cloud tenant. You can find more information about how to create an API key in the configuration instructions for d.velop infrastructure components.

You have now successfully created a connection between your Finance environment and your d.velop cloud tenant. The status in the field **Connection status** indicates that the connection was successful. You will find a technical ID for your system connection in the field **Repository ID**.

In the next configuration step, save your app registration in your Finance environment.

This is how it works

1. In your Finance environment, go to the area **Modules > System administration > Setup > Microsoft Entra ID applications**.
2. Add a new application with the following properties:
   - Application ID: You can find the ID on the app registration overview page in your Microsoft Entra tenant.
   - Descriptive name (e.g. “d.velop connection”)
   - User ID: This is the ID of the technical user created earlier.

You have now successfully stored your app registration in your Finance environment.

Now you establish the connection from the d.velop cloud environment to the Finance environment.

This is how it works

1. Open your d.velop cloud tenant and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Select the F&O connection to be configured in the list.
3. Under **Application ID (Client)**, enter the corresponding value from your created app registration. You can find the ID on the app registration overview page in your Microsoft Entra tenant.
4. Under **Client secret**, enter your generated client secret from your created app registration.
5. Click **Test connection** to test the connection.
6. Then click **Save**.

You have now successfully set up a communication path from the d.velop cloud platform to your Finance environment.

Overview of security roles

Technical name	Label	Description
d.velop connect user role	d.velop connect user	With this role, F&O users obtain access permissions to interact with the d.velop module. These permissions allow the following activities: • Open document jumps • View d.velop-specific invoice information • Create an attachment to be processed with the d.velop module This role has existed since version 1.25.0.5365. You have to actively assign the role to F&O users if the users want to interact with the d.velop module. In older versions, all users had the necessary permissions through the **system user** role. This role has been eliminated as of version 1.25.0.5365.
d.velop connect archiving API role	d.velop connect archiving API role	You can use this role to equip technical users with exactly the access rights they need for document archiving. The users do not have authorizations beyond these.
d.velop connect accounts payable automation API role	d.velop connect accounts payable automation API role	You can use this role to equip technical users with all the access rights they need for inbound invoice automation, master data synchronization, purchase order synchronization, and document archiving. If you decide to use this role, you no longer need the role **d.velop connect archiving API role** because it is implicitly contained in this one.

For detailed information about the security roles, see the module **System administration > Security > Security configuration**.

Communication paths with proxies

If you are using d.velop connect for Microsoft Dynamics 365 in combination with a proxy, connection issues may occur. In this case, immediately set the following environment variable:

```
HTTP_PROXY=http://ip_address:port_number
```

When using in combination with d.velop documents on-premises, finally restart the d.3 process manager.

1.3.3. Configuring of attachment exports

You can define which attachments should be exported in detail when you create them. You can also define the properties you want for the export.

First, create a document type in your Finance environment.

This is how it works

1. In your Finance environment, open the module **Organization administration > Document management > Document types**.

2. Click **New**.
3. Enter a term under **Type**.
4. Under **Class**, select the class **d.velop connect attachment**.
5. Under **Group**, select the group **File**. You can leave the rest of the default values as they are.
6. Click **Save**.

You have successfully created a document type for the d.velop connect integration.

You now continue with the setup in d.velop connect.

This is how it works

1. In your Finance environment, open the module **d.velop connect > Settings > Attachments > Document categories**.
2. Click **New** to configure a new document category for storage.
3. Name the document category.
4. Click **Save**.

You have successfully created a document category.

You now configure the attachment parameters.

This is how it works

1. In your Finance environment, open the module **d.velop connect > Settings > Attachments > Attachment parameters**.
2. Click **New** to create a table with the attachments for the export.
3. Under **Reference table name**, select the table from which the attachments are to be exported.
4. Under **Type**, select the document type that you created previously.
5. Enable the checkbox next to **Active**.
6. Under **Document category properties**, click **Add**.
7. Activate the **Standard** column for the document category that you want to define as the default. This column is preselected in the export dialog.
8. Click **Save**.

You have successfully configured an attachment for the attachment export.

> **Note**
> To create an attachment to be processed with the d.velop module, F&O users require the **d.velop connect user** user role.

Defining export criteria

You can define export criteria for exporting attachments. If you define a field as an export criterion, attachments will only be exported if the value of the field differs from the default value.

This is how it works

1. In your Finance environment, navigate to **d.velop connect** > **Settings** > **Attachments** > **Attachment parameters** > **Attachment attributes**.
2. Activate the **Export criteria** column for each field that you want to use as an export criterion.
3. Click **Save**.

You have successfully defined export criteria for exporting attachments.

Configuring document properties

You can configure additional document properties for creating an attachment, such as a subject or a note. Your users can specify the configured document properties when including an attachment.

This is how it works

1. In your Finance environment, navigate to **d.velop connect** > **Setup** > **Attachments** > **Document properties**.
2. Click **New**.
3. Enter a name under **Property name**.
4. Click **Save**.
5. In your Finance environment, navigate to **d.velop connect** > **Settings** > **Attachments** > **Document categories**.
6. Select an existing document category or create a new category.
7. Click **Document category properties** > **Add** to assign the document property created previously to the document category.
8. Activate the property **Mandatory** if you want your users to specify the document property when entering an attachment.
9. Activate the property **Use from barcode** if the value for this document property is to be taken from a captured barcode. See Configuring incoming documents
10. Activate the property **Use from attachment notes** if the value for this document property is to be taken from the notes for the attachment.

You have successfully configured a document property.

Managing export processes

Export processes for attachments are recorded in the attachment export table. You can view the status of the export processes in the attachment export table. You can also manage and re-export attachments.

This is how it works

1. In your Finance environment, navigate to **d.velop connect > Attachment exports > Attachment export table**.
2. Select one or more data records.
3. Select one of the following actions from the menu bar.

Actions

Export > Export attachment	Exports the attachment.
Export > Log	Displays the processing log for the export process.
Attachment > Download content	Downloads the content of the attachment.
Attachment > Properties	Displays the recorded properties of the attachment.
Manage > Reset	Sets the export status to **Initialized** so that a new export can be carried out via batch processing.
Manage > Delete	Deletes the entry for the export process. The history entry for the primary key is retained and prevents new entries.

Configuring the periodic cleaning of export processes

You can keep the previous export processes at your disposal and have them cleaned automatically after a certain time. This means that you cannot view, remediate or re-initiate attachments which have not been exported successfully.

This is how it works

1. In your Finance environment, navigate to **d.velop connect > Periodic tasks > Attachments**> **Cleaning attachment exports.**

2. Stipulate the number of days that exported reports should be stored in the section **Parameters**.
3. Expand the section **Execute in the background** for an automatic clean-up.
4. Set the value **Yes** for **Batch processing**.
5. Click **Recurrence**.
6. Activate **No end date**.
7. Activate **Days** und set the number of days in which the cleaning should be repeated to **1**.
8. Confirm the settings by choosing **OK**.

You have successfully set up cleaning up of attachment exports.

1.3.4. Configuring the document archiving

This chapter contains information on document archiving, e.g. configuration of report exports or cleaning of exports.

Configuring report exports

You have the option of defining which reports should be exported in detail when you create them. You can also define the properties you want for the export.

This is how it works

1. Open the module **d.velop connect > Report parameters** in your Finance environment.
2. Click **New** to create a new report for the export.
3. Select the report you would like to export in the column **Report name**.
4. Select a draft name for the report.
5. If you have finished the configuration, activate **Export**. You use this option to define whether the export should be executed for this report.
6. Add a description and click **Save**.

You have successfully defined a report for document storage. Now define which properties from the report should be passed on to the DMS.

This is how it works

1. Select the report you created beforehand and click **Report attributes**.
2. Activate the column **Active** for every field you want to export.
3. Click **Save**.

You have successfully created a report for the export and also defined the properties to be exported.

If you are configuring a report with report meta data that also contains item information, you can define specific properties to use as header information.

This is how it works

1. Select the report you created beforehand and click **Report attributes**.
2. Activate the **Use as header information** column for the field that supplies the header information.
3. Click **Save**.

You have successfully defined a field with values that are to be used as header information for the export.

Defining a uniqueness for document archiving

You can define a primary key for documents to prevent them from being stored several times. This key is used to compare a document printout with the history. If a document has already been stored, it will not be stored again.

This is how it works

1. In your Finance environment, navigate to **d.velop connect > Report parameters**.
2. Select the report for which you would like to define a primary key.
3. Click **Report attributes > Edit**.
4. In the column **Primary key**, define which columns (on their own or combined) form a document's primary key by activating the appropriate options.
   Normally fields like **JournalRecId** are appropriate for this purpose. If necessary, consult your system administrator concerning the fields.
5. Click **Save**.

You have successfully defined a primary key for a report.

Configuring the periodic task for report exports

A document you want to export later is initially created as an export order in a processing table in the d.velop connect for D365 work area. You can automate the export to the DMS.

This is how it works

1. Open the **d.velop connect** module in your finance environment.
2. Select the **Export reports** navigation option in the **Periodic tasks** section.
3. Open **Run in the background**.
4. Click **Recurrence**.
5. Activate **No end date**.
6. Activate **Minutes** and enter the **number of minutes** after which the export process to your DMS needs to be repeated.
7. Confirm the settings by choosing **OK**.

You have successfully configured automatic processing for the documents to be exported.

Configuring the periodic cleaning of export processes

You have the option of keeping previous export processes at your disposal and having them automatically cleaned after a certain time. Thus, you have the opportunity to view and correct reports that were not exported successfully and trigger them again.

This is how it works

1. In your Finance environment, navigate to **d.velop connect > Periodic tasks Cleaning report exports.**
2. Stipulate the number of days that exported reports should be stored in the section **Parameters**.
3. Expand the section **Execute in the background** for an automatic clean-up.
4. Set the value **Yes** for **Batch processing**.
5. Click the button **Repeat**.
6. Activate **No end date**.
7. Activate **Days** and set the number of days in which the cleaning should be repeated to **1**.
8. Confirm the settings by choosing **OK**.

You have now configured a temporary report data cleaning.

1.3.5. Configuring export systems

This chapter contains information about creation and configuration of forms.

Creating an export system

When you create the connection to the d.velop cloud, the export system is also created automatically.

Customizing an export system

You can customize an existing target system.

This is how it works

1. Click **Configuration** on the start page in your d.velop cloud tenant.
2. Go to **Microsoft Dynamics 365 > Connection data**.
3. Click on the required connection.
4. Under **Information about the connection data > Target system for the storage of documents**, you can find the settings for the **Export system** and the **Repository**.
5. If a system is missing, click the update arrow at **Export system**. This fetches the data again.
6. Click **Save** to finish.

You have successfully changed your target system for the storage of documents.

Removing the use of an export system

You can delete an existing target system.

This is how it works

1. Click **Configuration** on the start page in your d.velop cloud tenant.
2. Go to **Microsoft Dynamics 365 > Connection data**.
3. Select the required connection.
4. Navigate to **Information about the connection data > Target system for the storage of documents > Export system**.
5. Select **Without export system** from the drop-down menu.

You have successfully deleted the existing target system.

1.3.6. Configuring of logging

To analyze software processes, you can enable and view logging within the interface.

Enabling logging – this is how it works

1. Open the **d.velop connect** module in your finance environment.
2. Open the section **Settings > d.velop connect parameters**.
3. Go to the **Logging** area.
4. Choose the log level that you want to use.

You have now successfully enabled logging.

Viewing logging – this is how it works

1. Open the **d.velop connect** module in your finance environment.
2. Open the **Queries > Logbook** area.
3. You can use filters to limit the log information and select the desired log object.
4. Click **Display log objects** to open the detailed view of the object and its contents for further analysis.

You have now successfully analyzed a logged object.

The following log levels are available for configuration. You can use the levels to define the event type from which a log entry is to be created. The entries are sorted by severity.

Log level	Description
None	No events are logged.
Error	Events with the error severity level are logged.
Warning	Events with the warning severity level and above are logged.
Information	Events with the information severity level and above are logged.
Debug	Events with the debug severity level and above are logged.
All	All events are logged.

The activation of logging may affect the system performance and memory requirements.

1.3.7. Configuring in connection with d.velop invoices

d.velop connect for Microsoft Dynamics can be used with d.velop invoices. This chapter provides additional information, e.g. for master data synchronization or transfer of notes and journal names.

Configuring the view of buyer groups

When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can synchronize the buyer groups from the purchase orders.

You first have to enable the custom field in the connection data.

This is how it works

1. Open your d.velop cloud tenant and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate or deactivate the setting.
3. Go to **Advanced settings**.
4. Activate the feature **Use custom15 from invoice header to inform about the buyer group of the purchase order**.
5. Then click **Save**.

You have now successfully enabled custom field 15 for use in d.velop invoices.

Now configure the feature in d.velop invoices.

This is how it works

1. Go to the **Workflow structure** area and select a workflow.
2. Open **Fields > Custom fields**.
3. Enable **Custom 15** for the header data. This field is reserved for the use of the feature.
4. Enter an appropriate translation where applicable: An example:
   - **de**: **Einkäufergruppencode**
   - **en: Buyer group code**
5. Under **Steps**, select the steps where the new fields are to be used.
6. Activate the **Visible** property in **Fields**.
7. You also add the fields at the desired point in **Layout**.
8. Choose **Save Workflow** to save your changes.

The feature has now been successfully configured in your d.velop invoice workflow.

Configuring of financial dimensions

You can supply the d.velop platform with the financial dimensions from your connected Microsoft Dynamics 365 Finance instance as a source for subsequent use in Accounts Payable automation (such as d.velop smart invoice).

This is how it works

1. Click **Configuration on the start page in your d.velop cloud tenant**.
2. Go to **Accounts Payable automation > Financial dimensions**.
3. If multiple Dynamics 365 F&O systems are registered to your d.velop cloud tenants, please choose the right system for further configuration.
4. The financial dimensions configured in the Dynamics 365 Finance system are determined and provided for you in the **Dimension** column. For the field **custom1-10**, select the financial dimensions to be used at this point in Accounts Payable automation.

5. If your financial dimension is a dimension supported by an entity, you must specify an OData data entity. For user-defined dimensions, no other specifications are required. In this scenario, go to step 9.
6. Click **Select** in the **Data entity** column.
7. Select the appropriate entity from the list. This entity is also read out from your Dynamics 365 system in real time.
8. Click **Confirm**.
9. Click **Save**.

You have now successfully provided financial dimensions from your Dynamics 365 Finance system for use in Accounts Payable automation. The data is available in real time.

Configuring master data synchronization

You can configure master data synchronization between your Finance system and d.velop smart invoice. That includes both master data for vendors and transaction data such as purchase orders. At this point, we are assuming that you have already established a connection between the d.velop connect adapter and your Finance system.

This is how it works

1. Open your d.velop cloud tenant and go to the area **Invoice processing > Administration > Buckets**.
2. Click **New bucket** to create a new bucket.
3. Enter a name for the bucket (e.g. D365 F&O) and click **Save**.
4. Go to the **Workflow structure** area.
5. Open an existing workflow (e.g. the incoming invoice workflow) or create a new workflow.
6. Click **Add a new one** to create a new integration.
7. As the type, select **d.velop connect for Microsoft Dynamics 365** (this option is sometimes only displayed after a few seconds).
8. Switch the integration to **Active**.
9. Enter a name for the integration (e.g. D365 Connect).
10. Select the bucket you created beforehand.
11. Select the tenant for which you want to activate the integration.
12. Activate the synchronization and click **Add** to confirm your entries.
13. Then choose **Save Workflow** to save the workflow.

You have successfully set up the synchronization.

You can also exclude sales tax groups from the synchronization to keep the amount of information as low as possible for the end user.

This is how it works

1. In Finance and Operations, go to the area **Modules > Tax > Sales tax groups**.
2. Open the sales tax group that you want to exclude.
3. Click **Edit**.
4. In the **d.velop settings** area, activate the exclusion option.
5. Close the dialog by choosing **Save**.

You have now successfully excluded the sales tax groups that you do not want to send from the transfer.

When your Finance environment is connected to d.velop smart invoice, purchase order processes that are complete and that have a delivery date from more than three months ago are excluded from the master data synchronization by default. This is intended to limit the amount of purchase order data. If you do not want to use this option, you can deactivate this pre-filtering.

This is how it works

1. Open your d.velop cloud tenant and go to the area **Configuration > Connectors and adapters > Settings for Microsoft Dynamics 365 > Connection data**.
2. Open the connection to Finance and Operations.
3. Go to **Advanced settings**.
4. You can use the **Disable purchase order filter** option to release all the purchase order processes for transfer again.
5. Click **Save** to confirm your entries.

Configure these settings for each tenant.

Configuring the transfer of units

When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can transfer units to your finance system.

This is how it works

1. Open the d.velop invoice administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Workflow structure** area and select a workflow.
3. Open **Integrations** and edit the bucket that is used for synchronization with your finance system.
4. In the area for custom entities for item data fields, add an entry for **Custom 11**: **Type: $Prod_Unit**
5. Choose **Update** to save the change in your bucket.
6. Open **Fields > Data sources**.
7. In the item data area, click **Add field** and select **Custom 11**.
8. As the data source for the newly added field, select the bucket that you edited previously.
9. Open **Fields > Custom fields**.
10. Enable **Custom 11** for the item data. This field is reserved for the transfer of units to your finance system.
11. Enter the following translation (where applicable):
    - **de**: “**Einheit**”
    - **en**: “**unit**”
12. Under **Steps**, select the steps where the new field is to be used.
13. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
14. You add the field at the desired point in **Layout**.
15. Choose **Save Workflow** to save your changes.

You have now adapted your workflow so that the units can be transferred to the finance system.

Configuring the transfer of intercompany companies

When using d.velop invoices in connection with d.velop connect for Microsoft Dynamics 365, you can transfer different companies (intercompany) to the finance system in the invoice lines if it is an invoice for invoice entry.

Take the first configuration step in d.velop invoices.

This is how it works

1. Open the d.velop invoice administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Workflow structure** area and select a workflow.
3. Open **Integrations** and edit the bucket that is used for synchronization with your finance system.
4. In the area for custom entities for item data fields, add an entry for **Custom 13**: **Type: $Companies**
5. Choose **Update** to save the change in your bucket.

6. Open **Fields > Data sources**.
7. In the item data area, click **Add field** and select **Custom 13**.
8. As the data source for the newly added field, select the bucket that you edited previously.
9. Open **Fields > Custom fields**.
10. Enable **Custom 13** for the item data. This field is reserved for the transfer of a company to your finance system.
11. Enter the following translation (where applicable):
    - **de**: "**Unternehmen**"
    - **en**: "**Company**"
12. Under **Steps**, select the steps where the new field is to be used.
13. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
14. You add the field at the desired point in **Layout**.
15. Choose **Save Workflow** to save your changes.

Take the second configuration step for each tenant in the connection data.

This is how it works

1. Open your d.velop cloud tenant and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate the setting.
3. Go to **Advanced settings**.
4. Activate the feature with **Use Custom13 from invoice line to set intercompany companies for invoice journal invoices**.
5. Click **Save**.

You have now adapted your workflow so that different companies for invoice lines can be transferred to the finance system.

Configuring the transfer of notes and journal names

When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can transfer notes and journal names to your finance system.

This is how it works – configuring the journal name

1. Open the d.velop invoices administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Buckets** section and edit a bucket that is integrated in the workflow. You can also create a specific bucket for static data and integrate it in the workflow.
3. Select **Custom entities**.
4. Click **New custom entity** to add a new entry.
5. In the **ID** field, enter the journal name used by the finance system. As the journal type in the finance system, use **Vendor invoice recording**.
6. Enter a descriptive name (e.g. “Journal name”) in the **Type** field.
7. In the **Name** field, enter the subsequent view name for your d.velop invoices (e.g. “AP invoice”).
8. Save the custom entity.
9. Repeat steps 4 to 8 for each journal name you require.

You have successfully entered your journal names in the bucket.

This is how it works - adapting the workflow

1. Open the d.velop invoice administration area.
2. Go to the **Workflow structure** area and select a workflow.

3. Open **Integrations** and edit the bucket that is used for synchronization with your finance system.
4. In the area for custom entities for header data fields, add an entry that matches the type from the previous configuration step in **Custom 20**: **Type: Journal name**
5. Choose **Update** to save the change in your bucket.
6. Open **Fields > Data sources**.
7. In the item data area, click **Add field** and select **Custom 20** there.
8. As the data source for the newly added field, select the bucket that you edited previously.
9. Open **Fields > Custom fields**.
10. Enable **Custom 19** for the header data. This field is reserved for the transfer of notes to your finance system.
11. Enter the following translation (where applicable):
    - **de**: “**Rechnungsnotiz**“
    - **en**: "**Note**"
12. Enable **Custom 20** for the header data. This field is reserved for the transfer of journal names to your finance system.
13. Enter the following translation (where applicable):
    - **de**: “**Journalname**”
    - **en**: “**Journal name**”
14. Under **Steps**, choose where the new field is to be used.
15. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
16. You add the field at the desired point in **Layout**.
17. Choose **Save Workflow** to save your changes.

You have now adapted your workflow so that the units can be transferred to the finance system.

> **Note**
> Invoice notes:
>
> You can find the transferred notes below **d.velop invoice information** on the invoice in Microsoft Dynamics 365.

Configuring of asset dimensions

When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can transfer invoices with asset information to your finance system.

This is how it works

1. Open the d.velop invoice administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Workflow structure** area and select a workflow.
3. Open **Integrations** and edit the bucket that is used for synchronization with your finance system.
4. In the area for custom entities for item data fields, add an entry for **Custom 14**. **Type: $FixedAsset_Number**
5. In the area for custom entities for item data fields, add an entry for **Custom 15**:
    - **Type: $FixedAsset_Book**
    - **Parent type: $FixedAsset_Number**
6. In the area for custom entities for item data fields, add an entry for **Custom 16**: **Type: $FixedAsset_TransType**
7. Choose **Update** to save the change in your bucket.
8. Open **Fields > Data sources**.
9. In the item data area, click **Add field** and select **Custom 14** there.

10. As the data source for the newly added field, select the bucket that you edited previously.
11. Repeat steps 8 to 10 for custom fields 15 and 16.
12. Open **Fields > Custom fields**.
13. Enable **Custom 14** for the item data. This field is reserved for the transfer of asset numbers to your finance system.
14. Enter the following translation (where applicable):
    - **de**: “**Anlagennummer**”
    - **en**: “**Fixed asset number**”
15. Enable **Custom 15** for the item data. This field is reserved for the transfer of asset books to your finance system.
16. Enter the following translation (where applicable):
    - **de**: “**Anlagenbuch**”
    - **en**: “**Fixed asset book**”
17. Enable **Custom 16** for the item data. This field is reserved for the transfer of asset book types to your finance system.
18. Enter the following translation (where applicable):
    - **de**: “**Anlagenbuchungsart**”
    - **en**: “**Fixed asset trans type**”
19. Under **Steps**, select the steps where the new fields are to be used.
20. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
21. Add the fields at the desired point in **Layout**.
22. Choose **Save Workflow** to save your changes.

You have now adapted your workflow so that asset information can be transferred to the finance system.

Configuring of project dimensions

When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can transfer invoices with project information to your finance system.

This is how it works

1. Open the d.velop invoice administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Workflow structure** area and select a workflow.
3. Open **Integrations** and edit the bucket that is used for synchronization with your finance system.
4. In the area for custom entities for item data fields, add an entry for **Custom 17**: **Type: $Proj_Project**
5. In the area for custom entities for item data fields, add an entry for **Custom 18**:
    - **Type: $Proj_Activity**
    - **Parent type: $Proj_Project**
6. In the area for custom entities for item data fields, add an entry for **Custom 19**: **Type: $Proj_Category**
7. In the area for custom entities for item data fields, add an entry for **Custom 20**: **Type: $Proj_LineProperty**
8. Choose **Update** at the bottom of the page to save the change in your bucket.
9. Open **Fields > Data sources**.
10. In the item data area, click **Add field** and select **Custom 17**.
11. As the data source for the newly added field, select the bucket that you edited previously.
12. Repeat steps 10 to 12 for custom fields 18 to 20.
13. Open **Fields > Custom fields**.
14. Enable **Custom 17** for the item data. This field is reserved for the transfer of project numbers to your finance system.
15. Enter the following translation (where applicable):

- **de: “Projektnummer”**
- **en: “Project number”**

16. Enable **Custom 185** for the item data. This field is reserved for the transfer of project activities to your finance system.
17. Enter the following translation (where applicable):
    - **de: “Projektaktivität”**
    - **en: “Project activity”**
18. Enable **Custom 19** for the item data. This field is reserved for the transfer of project categories to your finance system.
19. Enter the following translation (where applicable):
    - **de: “Projektkategorie”**
    - **en: “Project category”**
20. Enable **Custom 20** for the item data. This field is reserved for the transfer of project line properties to your finance system.
21. Enter the following translation (where applicable):
    - **de: “Projektabrechnungscode”**
    - **en: “Project line property”**
22. Under **Steps**, choose where the new fields are to be used.
23. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
24. Add the fields at the desired point in **Layout**.
25. Choose **Save Workflow** to save your changes.

You have now adapted your workflow so that project information can be transferred to the finance system.

1.3.8. Configuring document jumps

With d.velop connect for Microsoft Dynamics 365, you can directly configure a document jump to forms within your Finance environment.

This is how it works

1. Open the module **d.velop connect > Settings > Document reference view** in your Finance environment.
2. Click **New** to configure a new document jump.
3. In the **Form name** column, select the form name in which you want to integrate the document jump.
4. In the **URI template** column, enter the URI to be called. As the variable in your URI template, define the parameter **{$Value1}** and, where necessary, the parameter **{$Value2}**.
5. In the **Data source name** column, specify the data source for your search parameter.
6. In the **Value 1 field name** column, specify the field that you want to fill the variable **{$Value1}** (e.g. an order number).
7. If necessary, specify the field that you want to fill the variable **{$Value2}** in the **Value 2 field name** column.
8. In the **View type** field, specify whether you want to set up the jump as a modal dialog (iFrame) or as a new window (opens a new tab).
9. Enter a numerical value in the **Sort order** column. If there are several jumps on a page, the entry with the lowest **sort order** is displayed first.
10. Click **Save**.

If you want to translate the text on the document jump button into other languages, click on a document jump and then click **Translations**.

You have successfully configured a document jump. They can view the document jump in the respective form. If multiple document jumps have been defined for a form, these document jumps will be grouped and displayed under **d.velop**.

Note
To view document jumps, F&O users require the **d.velop connect user** user role.

Note
If you are using d.velop connect for Microsoft Dynamics 365 together with d.velop invoices, you can configure document jumps on some forms without having to create a URI template.

Form name	Jump option within your integrating Finance application	URI template	Data source name	Value 1 field name
VendEditInvoice	Outstanding vendor invoice	{$Value1_Native}	VendInvoiceInfoTable	dvpInvoiceDocumentUrl()
VendInvoiceInfoListPage	Outstanding vendor invoice	{$Value1_Native}	VendInvoiceInfoTable	dvpInvoiceDocumentUrl()
VendOpenInvoicesListPage	Open vendor invoices	{$Value1_Native}	VendTrans	dvpInvoiceDocumentUrl()
VendInvoiceJournal	Posted invoices	{$Value1_Native}	VendInvoiceJour	dvpInvoiceDocumentUrl()
LedgerJournalTable	Invoice journal	{$Value1_Native}	LedgerJournalTable	dvpInvoiceDocumentUrl()
LedgerJournalTransVendInvoice	Invoice journal	{$Value1_Native}	LedgerJournalTrans	dvpInvoiceDocumentUrl()
LedgerTransAccount	From the postings • e.g. **General ledger** > **Queries and reports** > **Document postings** and then under **Postings**	{$Value1_Native}	GeneralJournalAccountEntry	dvpInvoiceDocumentUrl()
LedgerTransVoucher	From the document postings • e.g. **General ledger** > **Queries and reports** > **Document postings**	{$Value1_Native}	GeneralJournalAccountEntry	dvpInvoiceDocumentUrl()
VendPaymProposalEdit	From the vendor payment run • e.g. **Accounts payable**> **Payments** > **Vendor payment journal**	{$Value1_Native}	VendTrans	dvpInvoiceDocumentUrl()
VendShowspecifikation	From the vendor payment run • e.g. **Accounts payable**> **Payments** > **Vendor payment journal**	{$Value1_Native}	TmpcustVendTrans	dvpInvoiceDocumentUrl()

1.3.9. Configuring the cleaning of active usage entries

You can clean up the active user usage entries to reduce the amount of storage space required in the database. The user usage entries provide d.velop AG with information about whether a user has used the d.velop software on a particular day. This means that a database entry can be created for each user each day if they use components from d.velop AG. Depending on the number of users in your organization, it may therefore make sense to clean up these entries. When you clean up the entries, usage data from the year before last or earlier is deleted.

This is how it works

1. Open the module **d.velop connect > Periodic tasks > Cleaning of active user usage entries** in your Finance environment.
2. Expand the section **Execute in the background** for an automatic clean-up.
3. Set the value **Yes** for **Batch processing**.
4. Click **Recurrence**.
5. Set the start date to the first of January of this year.
6. Activate **No end date**.
7. Activate **Years** and set the number in which the cleaning is to be repeated to **1**.
8. Confirm the settings by choosing **OK**.

You have successfully configured cleaning of the active user usage entries.

1.3.10. Configuring incoming documents

You can use the "late scanning" method to add barcodes to specific business transactions in Microsoft Dynamics 365 Finance & Operations (F&O) Barcodes link business transactions with incoming DMS documents. First, a business operation is posted in F&O. During posting, meta data for the operation is provided to the DMS. The actual document is then sent to the DMS. With the barcode as a common property, the two transactions refer to the same DMS object.

We currently support the following vendor-related business transactions in F&O that enable incoming documents to be processed using barcodes:

- Packing slip
- Invoice journal
- Outstanding vendor invoice

How it works

In F&O, you can add barcodes to business transactions. In some customizations, the barcode may be mandatory in order to complete business transactions. Once the business transaction has been completed, an attachment is automatically created in the journal. The attachment contains a blind file. d.velop attachment processing processes the attachment and creates a DMS object. As a barcode has been entered in advance and the attachment has been assigned to the journal, the barcode and the properties of the journal are available for the DMS import process.

A subsequent process replaces the blind file in the DMS object with the actual document by updating the DMS object. To identify the DMS object, the process uses the barcode.

The blind file is necessary because it is not technically possible to mark an object in the respective DMS. You can assign a customized template to the blind file.

Setup

Configure and activate barcodes to enable the capture of a barcode for a business transaction.

This is how it works

1. In your Finance environment, navigate to **d.velop connect** > **Settings** > **d.velop connect parameters**.
2. In the settings, click **Outbound documents**. The tabs each contain the settings for a business transaction.
3. Open the tab for the business transaction for which you want to configure the barcodes.
4. Activate **Capture barcode** to enable the capture of a barcode before posting a business transaction. If the transaction was recorded with a barcode, an attachment is automatically created in the journal after posting.
   - If you configure barcodes for the **Packing slip** business transaction, also activate **Create attachment by template when posting** to activate automatic creation of the attachment. See Configuring of attachment exports

5. Under **Attachment settings**, select the **Type** with which the attachment is to be created.
   - If the attachment is to be processed by d.velop, select a document type that uses the **d.velop connect attachment** class.
6. If you want to use your own template for the blind file, click **Upload attachment template**. If you do not upload your own attachment template, a pre-defined blind file will be used.
7. Click **Save**.

Additional settings

In order for the attachment that has been created to be processed by d.velop and a DMS object to be created, you must configure the attachment via **d.velop connect** > **Settings** > **Attachments** > **Attachment parameters**. The attachment refers to the journal table and the defined document type. See Configuring of attachment exports

In order for the captured barcode to be available as a property on the object of the attachment export, you must specify a **property** in the attachment parameters for the **document category** and activate **Use from barcode**. If **Use from barcode** is activated, the **property** obtains the value from the captured barcode. See Configuring of attachment exports

Setting up and using barcodes

When you register a barcode, you are shown a selection list with valid and permitted barcodes. You are also shown which barcodes have already been used. The registration is rejected if the barcode is not in the list. The registration is accepted if the barcode is valid and permitted. A message informs you if the barcode has already been used.

Activating the function for selecting and validating barcodes

To select and validate barcodes, you must activate this feature in feature management.

This is how it works

1. Go to **Workspace > Feature Management > All**.
2. Click **Check for updates**.
3. Select the filter **d.velop**.
4. In the list, select the entry **d.velop connect: Activate the selectability and validation of barcode values**.
5. Click **Enable now**.

Creating barcodes

You can create new barcodes to display the barcodes in the selection list. You can manually create individual barcodes or generate multiple barcodes at the same time. To generate multiple barcodes, you first have to create a number sequence with a reference to the barcode.

Manually creating individual barcodes – this is how it works

1. Go to **Modules > d.velop connect > Setup > Barcode**.
2. Manually create the individual barcodes.

Generating multiple barcodes – this is how it works

1. Go to **Modules > Organization administration > Number sequences**.
2. Under **Number sequences**, click **New**.
3. Create a custom barcode schema under **Segments**. You can add or remove additional numbers and letters.
4. Under **References**, click **Add > d.velop connect > Barcode**.
5. Define the general settings under **General**.

> **Note**
> Note that you can only create and assign one number sequence per tenant for **Barcode**. Each number sequence can only be used by one tenant, even if you want to use the barcodes globally later. If you want to use barcodes globally, select the value **Company** for the number sequence under **Scope parameters > Scope**. In the new **Scope** field, select the tenant for which you want to use the number sequence.
>
> If you want to create and use barcodes globally, only one tenant generates the barcode. The tenant that generates the barcode is assigned to a tenant-specific number sequence. The generated barcodes are subsequently available for other tenants.

6. Ensure that **Continuous** is deactivated. Microsoft does not recommend the use of continuous number sequences.
7. If necessary, change the number in the **Next** field. This field contains the next number that would be used when generating the barcodes.
8. Go to **Modules > d.velop connect > Setup > Barcode** and click **Generate**.
9. In the dialog, specify the number of barcodes that you want to create.

You can change the barcodes and the barcode status later if necessary. You can delete barcodes too.

You can also view the used number sequences in the d.velop connect parameters. Go to **Modules > d.velop connect > Setup > d.velop connect parameters > Number sequence**.

Using barcodes based on specific tenants or globally

By default, the barcodes and barcode status are saved for the specific tenant. If you want to use the barcodes across tenants, you can activate the global use of the barcodes. The barcodes can then be used by different tenants.

This is how it works

1. Go to **Modules > d.velop connect > Setup > d.velop connect parameters > Inbound documents > Barcode**.
2. In the **Scope of the barcode values** field, select the value **Shared use**.

> **Note**
> You have to configure the **Scope of the barcode values** setting separately in each tenant. You can then configure one part of the tenant as **Shared use** and one part as **Company-specific**.

Mandatory specification of a barcode

If you want to make the specification of a barcode mandatory, you can configure the requirement using a customer extension. If a barcode has been assessed as mandatory and no barcode has been specified, posting of the transaction is interrupted.

Implementation

In the F&O class **DVPApiHook** you will find a static method for each business transaction, which you can implement to set barcodes as mandatory. The corresponding journal is offered as a method parameter. Based on the journal, you can derive the conditions for the requirement more specifically.

Business transaction	Method
Packing slip	DVPApiHook::isBarcodeRequiredVendPackingSlip(VendPackingSlipJour vendPackingSlipJour)
Invoice journal	DVPApiHook::isBarcodeRequiredInvoiceJournalV2(CustVendInvoiceJour custVendInvoiceJour)

Business transaction	Method
	DVPApiHook::isBarcodeRequiredInvoiceJournal(VendInvoiceJour vendInvoiceJour) This method is obsolete, but is still executed for backward compatibility. Please use the method **isBarcodeRequiredInvoiceJournalV2**.
Outstanding vendor invoice	DVPApiHook::isBarcodeRequiredPendingVendorInvoice(VendInvoiceJour vendInvoiceJour)

Sample code

```
[ExtensionOf(ClassStr(DVPApiHook))]
public final class DVPApiHook_CustomModel_Extension
{
    public static boolean
isBarcodeRequiredVendPackingSlip(VendPackingSlipJour vendPackingSlipJour)
    {
        boolean ret = next
isBarcodeRequiredVendPackingSlip(vendPackingSlipJour);
        if (ret)
        {
            return true;
        }

        // Barcode is only mandatory if the vendor group is 4711
        if (vendPackingSlipJour.vendTable_OrderAccount().VendGroup ==
'4711')
        {
            return true;
        }

        return false;
    }
}
```

Information on extending a method via method wrapping can be found in the Microsoft documentation: https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/dev-itpro/extensibility/method-wrapping-coc

1.3.11. Configuring electronic invoices

You can transfer the electronic invoices created in F&O to a DMS.

How it works

Electronic reporting copies the electronic invoice and adds the invoice to the associated invoice journal as an attachment. d.velop attachment processing processes the attachment. Since the attachment was assigned to the invoice journal, the journal properties are available for the DMS import process.

Setup

This is how it works

1. In your Finance environment, navigate to **d.velop connect** > **Settings** > **d.velop connect parameters**.
2. Click **Outbound documents**.
3. Activate **Capture E-Invoice**. When creating an electronic invoice, an attachment to the invoice journal is created. The attachment contains the electronic invoice.
4. Under **Attachment settings** select the **Type** with which the attachment is to be created.
   - If the attachment is to be processed by d.velop, select a document type that uses the **d.velop connect attachment** class. See Configuring of attachment exports

5. Click **Save**.

Additional settings

In order for the attachment that has been created to be processed by d.velop and a DMS object to be created, you must configure the attachment via **d.velop connect** > **Settings** > **Attachments** > **Attachment parameters**. The attachment refers to the journal table and the defined document type. See ???

1.3.12. Copying the configuration between tenants or instances

You can copy the entire configuration of the d.velop connect module and paste it into other tenants or other Microsoft Dynamics F&O instances. Microsoft Dynamics Data Management is used to copy the configuration. With Data Management, you can export and import data as well as copy it to other tenants. A template with all the necessary entities and their meaningful order of execution is provided within the module in F&O. You can import this template in advance in order to use it in Data Management.

To import the template in your Finance environment, open the following menu: **d.velop connect > Settings > Data Management > Import template for Data Management**

This creates a template in Data Management, which you can then use for the copying process in Data Management.

To copy the configuration, follow the instructions in the Microsoft documentation here: https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/dev-itpro/data-entities/copy-configuration

> **Note**
>
> Note that it may sometimes be necessary to update the entity list in order to successfully import the template. To do so, follow the instructions in the Microsoft documentation here: https://learn.microsoft.com/de-de/dynamics365/fin-ops-core/dev-itpro/data-entities/data-entities#entity-list-refresh

1.4. Tip of the Day for d.velop connect for Microsoft Dynamics 365 Finance

In this chapter, you will discover additional options available in the application to help you achieve your goal faster.

1.4.1. Excluding individual reports from document archiving

You have the option of excluding reports for which exports have been configured from an export using individual conditions (exceptions). A typical example of when you would do this is for pro forma reports.

Exceptions are always determined for reports if the value of the selected attribute does not correspond to the standard value. The standard value for the attribute **isProforma** is **false**. If a report that has been created as the value **true**, the report is a pro forma report that will not be exported if you use the following configuration.

This is how it works

1. Open the module **d.velop connect > Report parameters** in your Finance environment.
2. In the list, select the report for which you would like to configure exceptions, and then click **Report properties**.
3. In the column **Exception**, activate the field that should be used for the exception regulation, for example, **isProforma**.
4. Click **Save**.

You have now configured an exception regulation for document export.

1.4.2. Monitoring of report exports

You have the option of monitoring and viewing the document processing for your documents that are to be exported.

This is how it works

1. Open the work area **d.velop connect report export** in your Finance environment. If a document export has failed, the tile **Failed report exports** will notify you.
2. Clickthe tile **Failed report exports**.
3. Select the incorrectly exported document in the table and click **General > Log**.
4. Click the link **Message details**.

You will now receive an error message containing information about the cause of the problem.

Under "General", you will also find additional information about your document exports:

- **Download content:** Download the report you created as a PDF.
- **Report attributes:** View the properties of a report, such as the technical designation, type, or value.
- **Export selected report:** Export an individual document again, for example, after correcting the storage configuration.

1.4.3. Tip of the Day in connection with d.velop invoices

This chapter provides further information on the use of d.velop connect for Microsoft Dynamics 365 with d.velop invoices.

Setting up ad hoc synchronization

In many situations, it is necessary to have changes to master data immediately available in d.velop smart invoice. However, since these updates are only applied during the next regular synchronization interval by default, delays may occur. For such use cases, you can enable ad hoc synchronization, which updates entity entries immediately with data from Microsoft Dynamics 365 F&O.

Currently, not all entity types from d.velop smart invoice are supported. However, the range of functions is being continuously expanded.

Supported entities

Entity	Supported by F&O d.velop connect-Version:
Vendor	1.27.2.6018
Vendor bank accounts	1.28.0.6320
Purchase orders	1.27.2.6018
Goods receipts	1.27.2.6018
Fixed asset numbers	1.28.0.6320

Follow these steps to configure ad hoc synchronization.

Determining the bucket ID in d.velop smart invoice – This is how it works

1. On the home page of your d.velop software environment, click **Configuration**.
2. Go to **Invoice processing > Workflow > Administration**.
3. Open the section **Workflow structure** in d.velop smart invoice.
4. Open the intergration settings. Therefore, edit the entry of type **app_intergation** in **Workflows** under **Integrations**.
5. Note the name of the bucket that is used there.
6. Open the section **Buckets** in d.velop smart invoice.
7. Determine the Bucket-ID based on the Bucket name you noted. Note this ID too.

Setting the Bucket-ID for the MS Dynamics 365 connection – This is how it works

1. On the home page of your d.velop software environment, click **Configuration**.
2. Go to **Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
3. Choose the Microsoft Dynamics 365 F&O connection.
4. Under **Common settings > system information > d.velop smart invoice informationen** enter the determined **Bucket-ID**.
5. Click **Save**.

Granting authorization – This is how it works

1. On the home page of your d.velop software environment, click **Configuration**.
2. Go to **Integrations and interfaces > Microsoft Dynamics 365 > Permissions**.
3. Grant the technical d.velop user who establishes the connection between Microsoft Dynamics 365 F&O and d.velop authorization for master data queries. To do this, select a group under **Master Data Query** in which the technical user is already a member.

> **Note**
> More Information on the use of technical users : Verwenden von technischen Benutzern

Activating ad hoc synchronization in Microsoft Dynamics 365 F&O – This is how it works

1. In Microsoft Dynamics F&O, go to **Modules > d.velop connect > Settings > d.velop connect parameter**.
2. Open **Accounts payable automation**.
3. Under **Ad hoc synchronization**, activate the entities for the required functions. After the activations, there will be a new button in the main form: **d.velop connect > *d.velop connect* > *synchronize <entity name>* synchronisieren**.

> **Note**
> For the button to be displayed, the Microsoft Dynamics F&O user must be assigned to the **d.velop connect user** role.

Switching off the automatic tax regulation

By default, your Finance system receives the tax amounts of a transferred invoice from d.velop invoices.

When transferring cost invoices based on G/L accounts, the invoice object is created in the invoice entry and the tax amount is transferred 1:1 for the respective line item from the vendor workflow. For this purpose, the tax amount must be shown in the line items in your d.velop invoices environment.

Invoices based on a purchase order or a procurement category are generated in the outstanding vendor invoices. Regardless of the line item, a total is created with the tax codes used and transferred to your Finance environment as a total value. Be aware of this behavior when assigning the account in order to arrive at the desired total tax amount.

However, you can switch off this automatic function and have the tax amounts of a transferred invoice calculated by your Finance environment based on the transferred tax codes.

This is how it works

1. On the home page of your d.velop software environment, click **Configuration**.
2. Go to **Settings for Microsoft Dynamics 365** and click **Connection data**.
3. Select the relevant Microsoft Dynamics 365 Finance entry.
4. In the dialog that now opens, switch to **Advanced settings**.

5. Click **Invoice transfer**.
6. Enable **Disable tax regulation**.
7. Close the dialog by choosing **Save**.

You have now successfully disabled automatic tax regulation.

Switching the amount basis for invoice entry between gross and net

When using d.velop connect for Microsoft Dynamics 365 in connection with d.velop invoices, you can have the amount basis for invoices determined by the selected journal. To use this function, master data synchronization must be configured between d.velop invoices and your Finance environment. In addition, the invoice must have been imported by invoice entry.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate or deactivate the option **Determine amount basis by journal**.
6. Save your changes.

You have now successfully deactivated or activated the function in the module of d.velop connect for Microsoft Dynamics 365.

Adapting the display of procurement categories

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can additionally display the parent name for procurement categories. You can enable this function in your connection data.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the configured connection data that was automatically created earlier and go to the **Advanced settings** tab.
3. Click **Master data synchronization**.
4. Activate **Show parent category in procurement category**.
5. Then click **Save**.

You have successfully enabled the additional display of parent procurement category names.

Displaying information about the product variants

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can choose to additionally display information about the product variants in the designation. You can activate this function in your connection data.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the configured connection data that was automatically created earlier and go to the **Advanced settings** tab.
3. Click **Master data synchronization**.
4. Activate **Show product variant information in item description**.
5. Click **Save**.

You have successfully activated the additional display of product variant information.

Executing of update scripts

In your Finance environment, individual database fields may need to be corrected. To enable this, an area with scripts for database updates is available within the integration.

Correction of incorrect value-added tax amounts

As of version 1.6.6.1141 up to version 1.8.0.1355 of d.velop connect for Microsoft Dynamics 365 F&O, invoice amounts were incorrectly imported. The **Imported invoice amount** field has respectively returned an incorrect value in net. This designation, however, is used by Microsoft for the invoice gross amount. For subsequent correction of incorrectly imported values, a script for database update is available in the integration.

This is how it works

1. In your Finance environment, go to **Modules > d.velop connect > Setup > d.velop connect parameters** and open the area **Database update**.
2. Click on **Database update script 1** and confirm execution by clicking on **Yes**.

The respective values have been successfully corrected in the database.

> **Note**
> The corrections only concern database entries in the custom table **DVPVendInvoiceHeaderInformation** of d.velop.

Excluding invoices from automated processing

If you are using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can exclude individual invoices from automated processing in your finance environment.

You first have to enable the custom field in the connection data.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate or deactivate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate **Use Custom16 in the invoice header for automation process**.
6. Click **Save**.

You have successfully enabled custom field 16 for use in d.velop invoices.

You configure further settings within your d.velop invoices configuration. Configure your bucket for use with the setting.

This is how it works

1. Open the d.velop invoices administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Buckets** section and edit a bucket that is integrated in the workflow. You can also create a specific bucket for static data and integrate it in the workflow.
3. Select **Custom entities**.
4. Click **New custom entity** to add a new entry.

5. In the **ID** field, enter **1**.
6. Enter a descriptive name (e.g. “D365 processing”) in the **Type** field.
7. In the **Name** field, enter the view name to be used for your d.velop invoices (e.g. ”Do not exclude”).
8. Save the custom entity.
9. Click **New custom entity** to add a new entry.
10. In the **ID** field, enter **0**.
11. Enter a descriptive name (e.g. “D365 processing”) in the **Type** field.
12. In the **Name** field, enter the view name to be used for your d.velop invoices (e.g. “Exclude”).
13. Save the custom entity.

You have successfully configured your bucket for use with the setting.

Configure the setting in d.velop invoices.

This is how it works

1. Go to the **Workflow structure** area and select a workflow.
2. Open **Integrations** and edit the bucket that you want to use for this feature.
3. In the area for custom entities for header data fields, add an entry that matches the type from the previous configuration step in **Custom 16**: **Type: "**Processing D365".
4. Choose **Update** to save the change in your bucket.
5. Open **Fields > Data sources**.
6. In the header data area, choose **Add field** and select **Custom 16** there.
7. As the data source for the newly added field, select the bucket that you edited previously.
8. Open **Fields > Custom fields**.
9. Enable **Custom 16** for the header data. This field is reserved for the use of the setting.
10. Enter an appropriate translation where applicable: An example:
    - **de**: “Verarbeitung-D365”
    - **en:** “Processing D365”
11. Under **Steps**, select the steps where the new fields are to be used.
12. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
13. Add the fields at the desired point in **Layout**.
14. Choose **Save Workflow** to save your changes.

You have successfully configured the setting in your d.velop invoice workflow.

Apply purchase number on invoice header

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can have purchase order numbers be applied on the invoice header automatically within your Finance environment.

> **Note**
> This function only has an effect on invoices with a purchase order reference.

Enable the function in your connection data.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the configured connection data that was automatically created earlier and go to the **Advanced settings** tab.
3. Click **Invoice transfer**.
4. Activate **Apply purchase number on invoice header**.

5. Then click **Save**.

You have now successfully configured the application of purchase order numbers.

Disabling the amount validation

When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can deactivate the amount validation for transferring invoices at item level.

The first configuration method disables the amount validation at a global level.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to deactivate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Click **Disable amount validation**.
6. Click **Save**.

You have now successfully deactivated the setting in the module of d.velop connect for Microsoft Dynamics 365.

The second configuration method deactivates the amount check at document level. You first have to enable the custom field in the connection data.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to deactivate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate **Use Custom17 in the invoice header for amount validation**.
6. Click **Save**.

You have successfully enabled custom field 17 for use in d.velop invoices.

You configure further settings within your d.velop invoices configuration. Configure your bucket for use with the setting.

This is how it works

1. Open the d.velop invoices administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Buckets** section and edit a bucket that is integrated in the workflow. You can also create a specific bucket for static data and integrate it in the workflow.
3. Select **Custom entities**.
4. Click **New custom entity** to add a new entry.
5. In the **ID** field, enter **1**.
6. Enter a descriptive name (e.g. “Amount validation”) in the **Type** field.
7. In the **Name** field, enter the subsequent view name for your d.velop invoices (e.g. “Skip”).
8. Save the custom entity.
9. Click **New custom entity** to add a new entry.
10. In the **ID** field, enter **0**.
11. Enter a descriptive name (e.g. “Amount validation”) in the **Type** field.

12. In the **Name** field, enter the subsequent view name for your d.velop invoices (e.g. “Do not skip”).
13. Save the custom entity.

You have successfully configured your bucket for use with the setting.

Configure the setting in d.velop invoices.

This is how it works

1. Go to the **Workflow structure** area and select a workflow.
2. Open **Integrations** and edit the bucket that you want to use for this feature.
3. In the area for custom entities for header data fields, add an entry that matches the type from the previous configuration step in **Custom 17**: **Type:** “Amount validation”.
4. Choose **Update** to save the change in your bucket.
5. Open **Fields > Data sources**.
6. In the header data area, choose **Add field** and select **Custom 17** there.
7. As the data source for the newly added field, select the bucket that you edited previously.
8. Open **Fields > Custom fields**.
9. Enable **Custom 17** for the header data. This field is reserved for the use of the setting.
10. Enter an appropriate translation where applicable: An example:
    - **de**: “Betragsprüfung”
    - **en:** “amount validation”
11. Under **Steps**, select the steps where the new fields are to be used.
12. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
13. Add the fields at the desired point in **Layout**.
14. Choose **Save Workflow** to save your changes.

You have successfully configured the setting in your d.velop invoice workflow.

> **Note**
> What happens when the amount validation is disabled?
>
> - The amounts in your finance environment are allowed to differ from the overall invoice amount from d.velop smart invoice.
> - A full account assignment for the invoice line items is no longer required.
> - Sales tax is no longer regulated in your Finance environment because the account assignment process is not complete.

Deactivation of procurement category filtering

By default, procurement categories are made available during master data synchronization with d.velop invoices only if they have a defined G/L account (i.e. a posting basis). Procurement category nodes created in Dynamics 365 Finance that do not have a posting basis and therefore are not relevant to account assignment in d.velop invoices are not synchronized to keep the amount of information low for the end user. If you still need to make this information available in d.velop invoices, you can disable the pre-filtering.

This is how it works

1. On the home page of your d.velop software environment, click **Configuration**.
2. Go to **Settings for Microsoft Dynamics 365** and click **Connection data**.
3. Select the relevant Microsoft Dynamics 365 Finance entry.
4. Go to **Advanced settings**.
5. Click **Master data synchronization**.

6. Click **Disable procurement category filtering**.
7. Close the dialog by choosing **Save**.

You have successfully disabled pre-filtering of procurement categories.

Configuring the default application of financial dimension values

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can use financial dimension values in transfers even if no explicit dimension values were selected in the invoice workflow. The benefit here is that the dimension values can be validated during the transfer and invalid combinations can be excluded.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the configured connection data that was automatically created earlier and go to the **Advanced settings** tab.
3. Click **Invoice transfer**.
4. Activate **Always apply financial dimension values**.
5. Then click **Save**.

You have now successfully configured the default application of financial dimension values.

Don't apply financial dimension values for fixed asset and project

The applying of financial dimensions is not currently supported for a fixed asset or project for invoice journal and causes errors during processing. If you activate the setting **Don't apply financial dimension values for fixed asset and project**, financial dimension values are not applied for the invoice lines if the invoice lines are fixed assets or projects and the invoice is created in invoice journal. This setting is useful if the values of the financial dimensions are to be used internally for the d.velop invoice workflow but are not to be processed. The setting is deactivated by default.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Select the relevant Microsoft Dynamics 365 Finance entry.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate **Don't apply financial dimension values for fixed asset and project**.
6. Click **Save**.

You have successfully set the configuration so that the financial dimension values are not applied for invoice lines if the invoice lines are assets or projects.

Configuring the source field for the main person responsible from the purchase order

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can have the main person responsible in d.velop invoices be set through the purchase orders.

This is how it works

1. Open the start page of your d.velop software environment.
2. Go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
3. Open the automatically configured connection data.
4. Go to **Advanced settings**.

5. Click **Master data synchronization**.
6. Under **Source field for responsible from purchase order**, select one of the following options:

Option	Effect
None	The main person responsible is not set by the purchase order.
Orderer	The main person responsible is set from the orderer in the purchase order.
Requester	The main person responsible is set from the requester in the purchase order.

7. Then click **Save**.

You have now configured the source field for the main person responsible.

To successfully synchronize the main person responsible with d.velop invoices, ensure that the person specified in Microsoft Dynamics 365 F&O has a primary e-mail address. The e-mail address of the main person responsible will be transferred to and used in d.velop invoices.

Configuring localized bucket content for each tenant

If you are using d.velop invoices, you can select a language for exchanging master data for each configured legal entity from Dynamics 365.

The language settings are applied to the following entities:

- Procurement categories
- G/L accounts
- Payment terms

The language can be used only if translation texts have been entered for this purpose in Dynamics 365. If the translations are missing, the respective names from the untranslated default property are used (default behavior).

Set up a language for a configured connection.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection data that was configured earlier and go to **Microsoft Dynamics 365 F&O**.
3. Under **Language setting**, select the desired language by clicking the language symbol for synchronizing the master data.
4. Then click **Save**.

You have successfully configured a new language for the exchange of master data for this connection.

If problems occur due to the translations, you can also disable the function for the connection:

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection data that was configured earlier and go to **Advanced settings**.
3. Click **Master data synchronization**.
4. Enable **Do not translate data entities**.
5. Then click **Save**.

You have successfully disabled the data entity translation functions for this connection.

Saving domestic tax numbers

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can enter a domestic tax number in the vendor master data. You can also use this tax number for the VAT ID number in d.velop invoices.

Follow the instructions below to activate the function in your settings.

This is how it works

1. In your Finance environment, go to **Module > d.velop connect > d.velop connect parameters > Accounts payable automation** .
2. Set the option **Show domestic tax number information** to **Yes**.
3. Save your entries by clicking **Save**.

You have now configured the option to save a domestic tax number.

Finally, you can find the domestic tax number field in the vendor form under **Invoice and delivery > d.velop connect > Domestic tax number**.

Checking the status of an imported invoice

Once an invoice is transferred from d.velop invoices, you can determine the status of the import process in Dynamics 365 Finance by checking the **d.velop invoice status** field.

This information is important because the import process for an invoice takes some time, and the information lets you identify according to the invoice status whether the import process is complete, including all the property changes and invoice line items. You can find this field in the invoice journal and in the outstanding vendor invoices, which you can add and make visible by customizing the Dynamics forms. The column can be used for custom filtering, for example, to display only successfully created invoices. Invoices that were not created successfully (for example, because the validation of the account structures failed) are automatically removed again and do not attain the **Done** status. Subsequently, invoices that could not be created generate a task in d.velop invoices with appropriate feedback for the end user or accountant.

An invoice can receive the following statuses:

- **None**: The invoice object does not have a status. It may be an earlier invoice object.
- **Processing**: Additional properties and line items are currently being added to the invoice object. Its validity is also being checked.
- **Done**: The invoice object was created successfully. The import process is complete.

Applying the bank account details from d.velop invoices

When using d.velop connect for Microsoft Dynamics 365 in connection with d.velop invoices, the bank account can be set in the d.velop invoices workflow. The bank account can then be applied on your invoices within your Finance environment. To use this feature, master data synchronization must be configured between d.velop invoices and your Finance environment.

> **Note**
>
> For this setting, you require d.velop connect for Microsoft Dynamics F&O version 1.8.2.1394 or higher.

This is how it works - Activation or deactivation of the feature in d.velop connect for Microsoft Dynamics 365

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate the setting.

3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate or deactivate the option **Apply bank account**.
6. Save your changes.

You have now successfully activated or deactivated the setting in the module of d.velop connect for Microsoft Dynamics 365.

This is how it works – Configuring in d.velop invoices

1. Open the start page of your d.velop software environment and go to **Invoice processing > Workflow > Admin > Workflow structure**.
2. Open your workflow.
3. Go to **Fields > Data sources > Head data**.
4. Set the bucket to be used for master data synchronization as data source in the field for the creditor bank account.
5. Go to **Settings > Layout > Head data layout** and set the field for display in your global layout.
6. Go to **Steps** and open the step in which this information is to be implemented.
7. Switch to **fields** and select **Add more fields** in the header to add the field for the creditor bank account and confirm with **Ok**.
8. Save your workflow.

You have now successfully configured the setting in your d.velop invoice workflow.

Applying the payment reference (QR code)

When using d.velop connect for Microsoft Dynamics 365 in connection with d.velop invoices, you can apply the payment reference from a QR code of a Swiss invoice when creating an invoice. To use this feature, master data synchronization must be configured between d.velop invoices and your Finance environment.

This is how it works - Activation or deactivation of the feature in d.velop connect for Microsoft Dynamics 365

1. Open the start page of your d.velop software environment.
2. Go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
3. Open the connection of the tenant for which you want to activate the setting.
4. Go to **Advanced settings**.
5. Click **Invoice transfer**.
6. There, activate or deactivate the option **Apply payment ID from Swiss QR-bill**.
7. Click **Save**.

You have now successfully deactivated or activated the setting in the module of d.velop connect for Microsoft Dynamics 365.

Applying debits from purchase orders

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can apply debits from the purchase order that do not affect the invoice total.

> ### Note
> This feature allows you to transfer debits from referenced purchase orders while creating invoices. This function is available only for debits that are not relevant to the amount. That includes debits such as commissions that are not on the invoice but that must still be entered in Dynamics 365 (for example, because the debits trigger a downstream posting). This type of debit results in neither an increase nor a decrease in the invoice amount and is not a part of d.velop invoices.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate or deactivate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate or deactivate **Apply surcharges without affecting the invoice amount**.
6. Save your changes.

You have now successfully deactivated or activated the setting in the module of d.velop connect for Microsoft Dynamics 365.

Applying vendor accounts from purchase orders

If you are using d.velop connect for Microsoft Dynamics 365 with d.velop invoices, you can apply the vendor account from the purchase order automatically when creating the invoice.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate or deactivate the option **Apply vendor account from purchase order**.
6. Save your changes.

You have now successfully deactivated or activated the setting in the module of d.velop connect for Microsoft Dynamics 365.

Application of payment terms from creditor master data

When using d.velop connect for Microsoft Dynamics 365 in connection with d.velop invoices, the payment terms can be directly applied from your creditor and order data. To use this feature, master data synchronization must be configured between d.velop invoices and your Finance environment.

This is how it works - Activation or deactivation of the feature in d.velop connect for Microsoft Dynamics 365

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. There, activate or deactivate the option **Apply payment conditions automatically**.
6. Click **Save**.

You have now successfully activated or deactivated the setting in the module of d.velop connect for Microsoft Dynamics 365.

This is how it works – Configuring in d.velop invoices

1. Open the start page of your d.velop environment and go to **Invoice processing > Workflow > Admin > Workflow structure**.
2. Open your workflow.
3. Go to **Fields > Data sources > Head data**.
4. Enter the bucket to be used for master data synchronization as data source in the field for the payment terms.

5. Go to **Settings > Layout > Head data layout** and set the field for display in your global layout.
6. Go to **Steps** and open the step in which this information is to be implemented.
7. Switch to **fields** and select **Add more fields** in the header to add the field for the payment terms and confirm with **Ok**.
8. Save your workflow.

You have now successfully configured the setting in your d.velop invoice workflow.

Controlling payment approval for invoices

If you are using d.velop connect for Microsoft Dynamics 365 together with d.velop invoices, you can control the payment approval from d.velop invoices even if an invoice has already been created or posted. In d.velop connect for Microsoft Dynamics F&O, the **Approved** field is used for payment approval. The field defines the visibility of the vendor item for the payment proposal.

> **Note**
> For this setting, you require d.velop connect for Microsoft Dynamics F&O version 1.22.0.4404 or higher.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the connection of the tenant for which you want to activate or deactivate the setting.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate or deactivate **Use “Custom14” in the invoice header for payment approval**.
6. Save your changes.

You have now successfully activated or deactivated the setting in the module of d.velop connect for Microsoft Dynamics 365.

Payment approval for created or posted invoices

You can control the payment approval for an invoice that has already been created or posted. Perform another export to Microsoft Dynamics 365 Finance. The DMS document number of the invoice provides the reference to an invoice that has already been created or posted in Microsoft Dynamics 365 Finance. If custom field 14 already has a value, the payment approval for an existing invoice is applied. During the approval, only the **Approved** field is changed in Microsoft Dynamics 365 Finance. The other information from the d.velop invoices invoice is not applied and remains unchanged in Microsoft Dynamics 365.

We recommend that you define a workflow step for the payment approval in d.velop smart invoice. The step should only permit users to change **Custom14** at header level if the payment approval is for an invoice that has already been created or posted.

Valid values for custom field 14

Custom field 14 requires a Boolean value. The following values are supported: **1**, **t**, **T**, **TRUE**, **true**, **True**, **0**, **f**, **F**, **FALSE**, **false**, **False**.

Defining the settings for unit prices

You can determine whether the value for the price is defined by unit (unit price) in the outstanding vendor invoice when creating an invoice. If a unit price is defined, the net amount of the item is recalculated based on the price information in Microsoft Dynamics F&O. If no unit price is defined, a recalculation is not performed. Activate this setting to avoid amount discrepancies between d.velop invoices and Microsoft Dynamics F&O. The net amount in Microsoft Dynamics F&O is not changed subsequently.

This is how it works

1. Open the start page of your d.velop software environment and go to **Configuration > Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.
2. Open the tenant connection that you want to change.
3. Go to **Advanced settings**.
4. Click **Invoice transfer**.
5. Activate or deactivate the option **Do not transfer unit price**.
6. Save your changes.

You have successfully activated or deactivated the setting.

Overview of custom fields used

At both header and item level in the Finance integration, there are various custom fields that are reserved for specific functions.

The following table provides you with an overview of the custom fields, their intended use and other information about specific functions.

Custom fields used at header level

Custom field	Use	Documentation
Custom 1	User-defined	
Custom 2	User-defined	
Custom 3	User-defined	
Custom 4	User-defined	
Custom 5	User-defined	
Custom 6	User-defined	
Custom 7	User-defined	
Custom 8	User-defined	
Custom 9	User-defined	
Custom 10	User-defined	
Custom 11	User-defined	
Custom 12	User-defined	
Custom 13	User-defined	
Custom 14	Payment approval	Controlling payment approval for invoices
Custom 15	Buyer group	
Custom 16	Invoice verification	Excluding invoices from automated processing
Custom 17	Amount validation	Disabling the amount validation
Custom 18	Rounding amount	Processing of invoices with rounding differences
Custom 19	Invoice notice	Configuring the transfer of notes and journal names
Custom 20	Journal name	Configuring the transfer of notes and journal names

Custom fields used at item level

Custom field	Use	Documentation
Custom 1	Financial dimension	Configuring of financial dimensions
Custom 2	Financial dimension	Configuring of financial dimensions
Custom 3	Financial dimension	Configuring of financial dimensions
Custom 4	Financial dimension	Configuring of financial dimensions
Custom 5	Financial dimension	Configuring of financial dimensions
Custom 6	Financial dimension	Configuring of financial dimensions

Custom field	Use	Documentation
Custom 7	Financial dimension	Configuring of financial dimensions
Custom 8	Financial dimension	Configuring of financial dimensions
Custom 9	Financial dimension	Configuring of financial dimensions
Custom 10	Financial dimension	Configuring of financial dimensions
Custom 11	Units	
Custom 12	User-defined	
Custom 13	User-defined	
Custom 14	Asset dimension	Configuring of asset dimensions
Custom 15	Asset dimension	Configuring of asset dimensions
Custom 16	Asset dimension	Configuring of asset dimensions
Custom 17	Project dimension	Configuring of project dimensions
Custom 18	Project dimension	Configuring of project dimensions
Custom 19	Project dimension	Configuring of project dimensions
Custom 20	Project dimension	Configuring of project dimensions

Processing of invoices with rounding differences

In some constellations, invoices with rounding differences must be processed (e.g. rounding of centimes). When using d.velop invoices in combination with d.velop connect for Microsoft Dynamics 365, you can transfer a rounding amount to your finance system. This amount can then be applied on your invoices within your Finance environment.

> **Note**
> This feature can only be used for invoices booked over the outstanding creditor invoice.

This is how it works

1. Open the start page of your d.velop software environment and go to **Invoice processing > Workflow > Admin > Workflow structure**.
2. Open the respective workflow.
3. Go to **Fields > Custom fields**.
4. In custom field 18, enter a translation for the custom field on the header level (e.g. "Rounding amount").
5. Go to **Settings > Layout > Head data layout**.
6. Set the field for display in your global layout.
7. Go to **Steps** and open the step in which this information is to be implemented.
8. Switch to **fields** and select **Add more fields** in the header to add the field for the rounding amounts and confirm with **Ok**.
9. Save your workflow.

You have now successfully configured the setting in your d.velop invoice workflow.

This is how it works

1. Open the d.velop invoice administration area. You can find more detailed information in the d.velop invoices documentation.
2. Go to the **Workflow structure** area and select a workflow.
3. Open **Fields > Custom fields**.
4. Enable **Custom 18** for the item data. This field is reserved for the transfer of units to your finance system.
5. Enter the following translation (where applicable):
   - **de**: " **Rundungsbetrag**”
   - **en**: “**rounding amount**”

6. Under **Steps**, choose where the new field is to be used.
7. Activate the appropriate property for each relevant step in **Fields**: **Visible**, **Writable** or **Required fields**.
8. You add the field at the desired point in **Layout**.
9. Choose **Save Workflow** to save your changes.

You have now adapted your workflow so that rounding amounts can be transferred to your finance system.

Useful information on automatic creditor invoicing processes

In this article, you can find more information about d.velop connect with the Microsoft feature for automated vendor invoicing processes.

Introduction

Microsoft has introduced a feature for the automated processing of your vendor invoices. These functions apply only to vendor invoices, not to invoices that are processed through the invoice journal or invoice accounting.

You can use this feature to automate some of the vendor invoicing processes for vendor accounts. This invoice automation solution enables a standard interface that can accept invoice meta data for invoices at header and line item level and assigned attachments.

The feature includes the following functions and more:

- Automatic mapping of product receipts
- Automatic posting
- Automatic invoice comparison

For this feature, a background process has been implemented that checks whether outstanding vendor invoices are marked for processing by the feature. The invoice is then processed.

Invoice automation with d.velop connect

To avoid any conflicts between the d.velop connect invoice creation process and the background process of the feature, the invoice creation process in d.velop connect has been modified. When an invoice is transferred from d.velop invoices to your Finance environment, the feature marker for the invoice is initially deactivated. Once the invoice is fully created by d.velop connect, the feature marker on the invoice is reactivated so that the invoice can be processed by the background process of the feature.

Useful information on tolerance value recommendations

If d.velop invoices is used, observe the different functionality of Dynamics integrations and d.velop invoices.

In Dynamics 365 Finance & Operations, it is checked whether the invoice net amount corresponds to the net sum. The invoices are created on a net basis. After creation of the invoice in the Dynamics environment, it is also ensured that the header values (net amount, value-added tax and gross amount) are identical between the two systems.

Any deviations between the invoice gross amount and the gross amount in d.velop invoices may occur due to different rounding behaviour and are admissible For use, we have the following recommendations for tolerance values allowing for a tolerance between the invoice gross amount and the gross sum:

- Net amounts must be exactly identical.
- Gross amounts may deviate by 2 cents.

To ensure this on the pages of d.velop invoices, the following conditions can be added:

```
voucher.amount_allocated_tolerance?(1, 2)
```

Further information on conditions within d.velop invoices can be found in the respective documentation.

Using a standard company ID

If you activate this setting, the notation of the company ID is automatically standardised. This is helpful for avoiding inconsistencies and problems caused by different notations (such as varied upper case and lower case letters).

Synchronizing project information

If you activate the setting **Synchronize project information**, the project information for this F&O client is synchronized in the d.velop smart invoice bucket within the **Custom dimensions** entity. The project information is necessary so that the project module is taken into account in F&O when an invoice is created. Further information: Configuring of project dimensions.

This setting synchronizes the following custom dimension types:

Type	Content
$Proj_Project	Project number
$Proj_Activity	Project activity
$Proj_Category	Project category
$Proj_LineProperty	Project billing code

If the F&O project module is not relevant for d.velop invoices, you can disable this setting. This will reduce the volume of synchronized data.

Transferring the detailed payment terms

If you activate the setting **Apply detailed payment terms**, detailed payment information from the d.velop smart invoice payment terms will be submitted to F&O. This includes the due date, the cash discount amount and the date of the cash discount. If you do not enable this setting, only the payment term code and cash discount code are submitted. F&O calculates the due date and cash discount details based on the specified parameters.

Processing custom fields and influencing the invoice object

Many tenants have very unique business processes which require a targeted influencing of the d.velop invoicing in Microsoft Dynamics 365 Finance. To meet these requirements, d.velop offers a flexible extension interface via the **DVPApiHook** class.

The **DVPIApiHook** class provides methods which are retrieved once the invoice object has been created. These methods allow developers to implement their own logics in order to change or supplement the invoice object on a dynamic basis. Furthermore, the methods also include the custom fields from d.velop invoices (d.velop smart invoice) which can be further processed in the method.

The integration is extended via method wrapping. Information on extending a method via method wrapping can be found in the Microsoft documentation: https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/dev-itpro/extensibility/method-wrapping-coc

Available methods

Method	Description	Call	d.velop connect version
vendInvoiceInfoTableCreatedV2	Outstanding vendor invoice – invoice header	Once per invoice	from 1.6.0.977
vendInvoiceInfoLineCreatedV3	Outstanding vendor invoice – position	Once per invoice item	from 1.25.3.5506
ledgerJournalTableCreatedV2	Invoice journal – Journal	Once per invoice	from 1.6.0.977

Method	Description	Call	d.velop connect version
ledgerJournalTransVendCreatedV2	Invoice entry – Posting item on vendor	Once per invoice	from 1.6.0.977
ledgerJournalTransLedgerCreatedV3	Invoice entry – posting item to ledger, asset, or project	Once per invoice item	from 1.25.3.5506

```
[ExtensionOf(ClassStr(DVPApiHook))]
public final class DVPApiHookXXX_Extension
{
    public static void vendInvoiceInfoTableCreatedV2(
        VendInvoiceInfoTable vendInvoiceInfoTable,
        DVPApiHookHeaderDataContract dvpApiHookHeaderDataContract)
    {
        next vendInvoiceInfoTableCreatedV2(
            vendInvoiceInfoTable,
            dvpApiHookHeaderDataContract);

        // WRITE YOUR CODE HERE...
    }

    public static void vendInvoiceInfoLineCreatedV3(
        VendInvoiceInfoLine vendInvoiceInfoLine,
        DVPApiHookHeaderDataContract dvpApiHookHeaderDataContract,
        DVPApiHookLineDataContract dvpApiHookLineDataContract)
    {
        next vendInvoiceInfoLineCreatedV2(
            vendInvoiceInfoLine,
            dvpApiHookHeaderDataContract,
            dvpApiHookLineDataContract);

        // WRITE YOUR CODE HERE...
    }

    public static void ledgerJournalTableCreatedV2(
        LedgerJournalTable ledgerJournalTable,
        DVPApiHookHeaderDataContract dvpApiHookHeaderDataContract)
    {
        next ledgerJournalTableCreatedV2(
            ledgerJournalTable,
            dvpApiHookHeaderDataContract);

        // WRITE YOUR CODE HERE...
    }

    public static void ledgerJournalTransVendCreatedV2(
        LedgerJournalTrans ledgerJournalTransVend,
        DVPApiHookHeaderDataContract dvpApiHookHeaderDataContract)
    {
        next ledgerJournalTransVendCreatedV2(
            ledgerJournalTransVend,
            dvpApiHookHeaderDataContract);

        // WRITE YOUR CODE HERE...
    }
```

```
    public static void ledgerJournalTransLedgerCreatedV3(
        LedgerJournalTrans ledgerJournalTransLedger,
        DVPApiHookHeaderDataContract dvpApiHookHeaderDataContract,
        DVPApiHookLineDataContract dvpApiHookLineDataContract)
    {
        next ledgerJournalTransLedgerCreatedV2(
            ledgerJournalTransLedger,
            dvpApiHookHeaderDataContract,
            dvpApiHookLineDataContract);

        // WRITE YOUR CODE HERE...
    }
}
```

Older method versions will continue to be supported and executed.

Sample code

```
[ExtensionOf(ClassStr(DVPApiHook))]
public final class DVPApiHookXXX_Extension
{
    public static void vendInvoiceInfoTableCreatedV2(
        VendInvoiceInfoTable vendInvoiceInfoTable,
        DVPApiHookHeaderDataContract headerData)
    {
        next vendInvoiceInfoTableCreatedV2(
            vendInvoiceInfoTable,
            headerData);

        // Set custom1 as invoice description
        DVPApiHookCustomValueDataContract customValue =
headerData.getCustomValueById("custom1");
        if (customValue == null)
        {
            return;
        }

        ttsbegin;

        vendInvoiceInfoTable.selectForUpdate(true);
        vendInvoiceInfoTable.Description = customValue.parmValue();
        vendInvoiceInfoTable.update();

        ttscommit;
    }
}
```

Taking the validity of financial dimensions into account

If you activate the setting **Consider validity for financial dimensions**, only valid and client-specific financial dimensions will be synchronized. You can activate the setting in the connection data. For this setting, you require the d.velop connect for Microsoft Dynamics F&O integration in version 1.27.0.5881.

This is how it works

1. On the start page of your d.velop software environment, open the **Configuration** area.
2. Go to **Integrations and interfaces > Microsoft Dynamics 365 > Connection data**.

3. Open the connection data and go to **Advanced settings**.
4. Click **Master data synchronization**.
5. Activate **Consider validity for financial dimensions**.
6. Click **Save**.

[de] Runden von Mengen

*[de] Wenn Sie die Einstellung **Mengen runden** aktivieren, werden Mengen automatisch auf die Dezimalstellen gerundet, die für die jeweilige Einheit definiert wurden. Dies ist insbesondere hilfreich, wenn es beim Erstellen von Rechnungen zu Rundungsdifferenzen kommt, z.B. durch das automatische Zusammenfassen von Rechnungszeilen mit dem gleichen Bezug auf eine Bestellzeile.*

*[de] **So geht's***

1. *[de] Öffnen Sie auf der Startseite Ihrer d.velop-Softwareumgebung den Bereich **Konfiguration**.*
2. *[de] Navigieren Sie zu **Integrationen und Schnittstellen > Microsoft Dynamics 365 > Verbindungsdaten**.*
3. *[de] Öffnen Sie die bestehenden Verbindungsdaten und wechseln Sie zu **Erweiterte Einstellungen**.*
4. *[de] Klicken Sie auf **Rechnungsübertragung**.*
5. *[de] Aktivieren Sie **Mengen runden**.*
6. *[de] Klicken Sie auf **Speichern**.*

1.4.4. Creation of deep links

In Finance & Operations, safe and sharable links to specific forms can be generated (i.e. deep links). These links enable transfer of optional data context for direct forwarding of these contents to the form. This way, the form can be filtered and displayed directly or filter with a specific data record.

In connection with further integration of d.velop, this enables direct access to a dynamics form via a link from a third-party system. This form can then be filtered accordingly due to a context (e.g. project number or PO number).

Enter a value for the parameter **q** . This value is then replaced internally by the parameter **dvpRequestQuery** when it is called.

Example call:

```
https://usnconeboxax1aos.cloud.onebox.dynamics.com/?
cmp=demf&mi=CustTableListPage&q=0&dvpRequestQuery={"Parameters":
[{"DataSource":"CustTable","FieldValues":
[{"Field":"AccountNum","Value":"DE-013"}]}]}
https://usnconeboxax1aos.cloud.onebox.dynamics.com/?
cmp=ussi&mi=ProjTable&q=0&dvpRequestQuery={"Parameters":
[{"DataSource":"ProjTable","FieldValues":
[{"Field":"ProjId","Value":"00000095"}]}]}
```

1.4.5. Default display of invoice information

In the configuration, a function can be activated to display the invoice information from d.velop by default.

This is how it works

1. In your Finance environment, go to **Module > d.velop connect > d.velop connect parameters > Accounts payable automation** .
2. Set the option **Display d.velop accounts payable automation** to **Yes**.
3. Click **Save** to save your changes.

The d.velop invoice information was displayed successfully as default information.

1.5. Additional information sources and imprint

If you want to deepen your knowledge of d.velop software, visit the d.velop academy digital learning platform at https://dvelopacademy.keelearning.de/.

Our E-learning modules let you develop a more in-depth knowledge and specialist expertise at your own speed. A huge number of E-learning modules are free for you to access without registering beforehand.

Visit our Knowledge Base on the d.velop service portal. In the Knowledge Base, you can find all our latest solutions, answers to frequently asked questions and how-to topics for specific tasks. You can find the Knowledge Base at the following address: https://kb.d-velop.de/

Find the central imprint at https://www.d-velop.com/imprint.