

## Dynamics NAV Archive Connector–Saperion

### The interface between Microsoft Dynamics NAV and Saperion

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The “analog” handling of documents – reproducing, filing, collecting, searching for and finding documents – accounts for a not inconsiderable proportion of a day’s work. Digital archiving and electronic document management can streamline workflows, eliminate many processes and dramatically improve the flow of information within a company. A broad range of documents can be incorporated into this management system.



Saperion is one such document management product. Working in tandem with the Dynamics NAV ERP solution, it constitutes the core of modern knowledge management systems. Saperion manages knowledge by classifying it in a meaningful way, rapidly accessing it, forwarding it efficiently and facilitating cooperation with other applications.

The Dynamics NAV Archive Connector–Saperion is the intelligent interface between both software solutions and consists of three parts:

- The Saperion interface is a user management system in the form of an OCX file that provides functions to archive and retrieve documents from a Dynamics NAV application to Saperion.
- The basic Dynamics NAV application facilitates archiving from Dynamics NAV to Saperion.
- The third component comprises the Saperion objects, which are used by the basic Dynamics NAV application via the Saperion interface.

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## The professional interface between ERP and archive system

The Dynamics NAV Archive Connector–Saperion links the two programs Microsoft Dynamics NAV and Saperion. It features functions that can be used to manage and edit a document archive located in Saperion from a Dynamics NAV application.

### Functions:

- Archiving documents, printed in Dynamics NAV, from Dynamics NAV
- Archiving scanned documents from Dynamics NAV
- Archiving image files from Dynamics NAV
- Archiving application files from Dynamics NAV
- Adding documents, printed in Dynamics NAV, to documents already archived in lobo-dms
- Adding scanned documents to documents already archived in lobo-dms
- Adding image files to documents already archived in lobo-dms
- Adding application files to documents already archived in lobo-dms
- Retrieving documents in lobo-dms from Dynamics NAV
- Displaying documents archived in lobo-dms from Dynamics NAV
- Exporting archived documents as image files
- Immediate and subsequent adding, deleting and modifying of document index data in lobo-dms
- Transferring and updating index values for archive documents

## Basic Dynamics NAV application

Basic archiving functions for working with a Saperion archive are implemented in the basic Dynamics NAV application.

### The basic application is divided into five areas:

- Accounts Payable & Purchasing
- Accounts Receivable & Sales
- Service
- Reports and Journals
- Setup and Batch Archiving

### New features in DNAC Version 3.5

In the Accounts Payable & Purchasing section in Dynamics NAV, scanned and archived receipt documents (e.g. invoices) can be processed further in Dynamics NAV using a paperless invoice receipt book. The following are some of the functions available in this process:

- Early input (e.g. barcode scanning) into Saperion with document approval function for quality assurance purposes
- Copying over of archived barcode documents into a Dynamics NAV invoice receipt book
- Pre-allocation of documents with approval/test function
- Further processing of documents in Dynamics NAV:
  - Allocating or creating purchase orders
  - Creating a receipt invoice
  - Creating a receipt credit note
  - Direct posting of an invoice via financial accounting posting sheet
  - Displaying the associated document from the invoice receipt book

### Other new features

- Advanced document display option within Dynamics NAV
- Support for full text transfer (e.g. the contents of a report are transferred to a full text field in the archive)
- Use of the currently used Windows user login (Current User) from Dynamics NAV for logging in to Saperion
- Use of an open Saperion client when calling up documents from Dynamics NAV
- Dynamics NAV index process for indexing existing archive documents (for all clients)

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**The following functions are also available as standard:**

**Accounts Payable & Purchasing**

The following documents can be archived in the Accounts Payable & Purchasing section in Dynamics NAV:

- Enquiries
- Blanket POs
- Purchase orders
- Invoices
- Complaints
- Credit notes
- Posted deliveries
- Posted invoices
- Posted returns
- Posted credit notes

**Accounts Receivable & Sales**

The following documents can be archived in the Accounts Receivable & Sales section in Dynamics NAV:

- Quotes
- Blanket orders
- Orders
- Invoices
- Complaints
- Credit notes
- Posted deliveries
- Posted invoices
- Posted returns
- Posted credit notes

**Service**

The following documents can be archived in the Service section in Dynamics NAV:

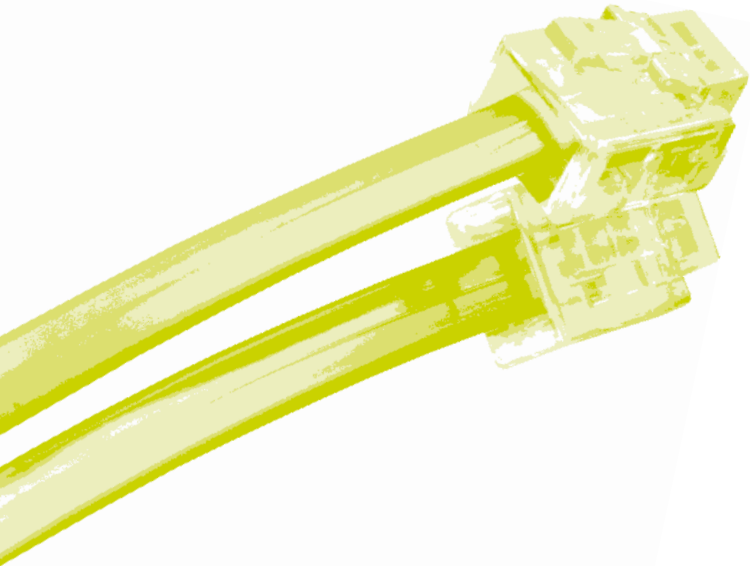
- Contract offers
- Contracts
- Quotes
- Orders
- Sales invoices
- Sales credit notes
- Posted orders
- Posted invoices
- Posted credit notes

**Reports and Journals**

In the basic application, in addition to the documents already mentioned, reports and journals that must be submitted to the financial authorities for auditing in accordance with GDPdU (data access and auditing of digitally stored data) requirements can also be archived, for example:

- Preliminary balance sheets
- VAT statements
- Schedules of assets
- Accounts payable/receivable balance lists
- Account schedules
- Financial accounting journals
- Customer journals
- Supplier journals
- Bank account journals

Scanned documents such as delivery notes, invoices and credit notes can be added to all posted documents using barcodes.



## System functions

All the settings required for using the basic application are maintained centrally at one location. To relieve the Dynamics NAV client of the archiving function, a batch archiving facility forms a component of the basic application. This allows a Dynamics NAV client to be used exclusively for archiving tasks. The documents to be archived are flagged in the individual user's Dynamics NAV client and locked for editing until the batch archiving function has archived the document.

The following automatic processes are available:

- Batch archiving
- Form linking
- Indexer for all clients

## Objects in Saperion

The DNAC–Saperion 3.5 package contains objects for Saperion that facilitate the functions mentioned above. These include:

- Saperion database definition files for index and look-up tables
- Saperion query screens
- Saperion indexing screens
- Screens and processes for checking documents (quality assurance)

## Special features

### Benefits of archiving “fugitive” debit-/credit-related documents

Enquiries, purchase orders, quotes and orders can be archived and printed each time that changes are made. If a document is archived several times, the entire history of a quote, for example, can be assigned to one quote number.

### Retrieving deleted “fugitive” documents in Dynamics NAV

In Dynamics NAV, an enquiry from which a purchase order was generated, is no longer available. Using an archive overview of purchase documents, the documents archived in Saperion, together with their entire history, can still be retrieved.

## Expansion options

As Dynamics NAV's access to Saperion archives is governed by the orders on the Saperion interface, almost all imaginable expansions of the basic Dynamics NAV application are possible. Such expansions will require additional programming in Dynamics NAV using the functions available in the Saperion interface.

## System requirements

Integration into the Saperion archive system is possible from Dynamics NAV version 2.6. Some functions are not available as standard in older Dynamics NAV releases (e.g. the Service section). Windows clients operating under Windows 2000 and higher are supported as clients.

Qurius offers technologies for design, architecture, infrastructure, realisation and system management of Microsoft-based business and IT solutions. Headquartered in Zaltbommel in the Netherlands, we service customers throughout Europe, among other things, in Belgium, Germany, the Netherlands, Spain, Great Britain and the Czech Republic. During this year, we publicly declared we wanted to achieve 100% sustainability by 2014. Through this ambitious objective, we want to become Europe's leader in the field of sustained IT solutions and become the selected partner of customers whose corporate strategy also is brought in line with sustainability. Qurius has been listed on the Euronext Amsterdam since 1998. For further information please visit [www.qurius.de](http://www.qurius.de).

### YOUR PROJECT MANAGER

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