Product Description
d.velop invoices for Microsoft 365

1 Overview

Supplementary to the "Product Description d.velop cloud platform", this document describes the product-specific functions of d.velop invoices for Microsoft 365.

Services relating to support, availability and updates for d.velop invoices for Microsoft 365 are described in the "Service Level Agreement Cloud and SaaS."

2 Scope of Functions

This incoming invoice processing solution from d.velop enables intelligent processing of all invoices in a digital workflow. Verification, release and account assignment work just like they do with paper documents and an entry stamp—only much faster and more convenient. With d.velop invoices for Microsoft 365, you can minimize the effort required for manual entry, increase the availability of information and shorten processing times.

d.velop invoices for Microsoft 365 is an SaaS application. The software is operated as cloud software by d.velop. Documents are stored in the customer's Microsoft 365 SharePoint website. The SharePoint website is within the customer's Microsoft 365 tenant. Users work with the data in the provided application interface. The SharePoint website serves as the repository for the data.

The application is a multi-tenant capable cloud software. Patches, updates and new functions are provided without the need for any manual effort. d.velop performs the installation, configuration and activation.

The customer's Azure Active Directory (Azure AD) is consulted for user registration. All SharePoint communication is carried out via official SharePoint APIs and Microsoft Graph endpoints as part of Azure AD apps in a user context. By using Azure AD Authentication, its security and compliance functions can be accessed.

The following overview shows the range of functions of d.velop invoices for Microsoft 365.

✓ = function included in price plan

Text = function is included as specified

€ = function can be added from the d.velop Store for a fee

Invoice Receipt

Capture invoices by scan (local and network scanners)	✓
E-mail inboxes	✓
Capture invoices by upload	✓
Capture multiple invoices in batches	✓
REST API (interface) for importing invoice batches	✓
Automatically separate invoice batches using AI	✓
Automatically categorize invoice batches using AI	✓
Post-processing functions for newly captured invoices	✓
Transmit invoice properties with barcodes/QR codes	✓
Separate invoices with barcodes/QR codes	✓
Verify/validate metadata against master data	✓
Automatically read xRechnung invoices	✓
Automatically read ZUGFeRD invoices	✓
Automatically extract basic invoice data using AI	✓
Recognize linked purchase orders from your ERP system	✓

Retrieve order data for the supplier	✓
For invoices with purchase order reference: Invoice item data can be recognized	✓
Statistical functions for analyzing recognition quality	✓
Check that the recognized information has the correct form pursuant to the German VAT Act (UStG)	✓
Recognize client and supplier based on master data	✓
Machine learning based on corrections made	✓
Automatically determine ledger account and cost center, self-learning**	✓
Compare ordered and delivered quantities (two-way or three-way comparison)	✓
Option to skip steps if invoice exactly matches the purchase order/goods receipt	✓

Document Management and Archiving

Central storage of documents in the customer's Microsoft 365 tenant (SharePoint Online)	✓
Digital incoming invoice dossier groups together relevant invoice documents	✓
Upload relevant invoice documents/files	✓
Versioning and version overview	✓
Manage categories and metadata	✓
Detailed search for performing evaluations and searching for documents by metadata	✓
Option of audit-compliant storage based on Microsoft technology	✓
Can be expanded to full d.velop documents for Microsoft 365	€

Workflows and Business Processes

Task management (creation, editing and forwarding)	✓
Escalate tasks according to defined rules (e.g. depending on processing time, discount deadlines or net due date)	✓
Delegation rules for invoices and processes	✓
Configurable workflow	✓
Flexible process consisting of distribution, content review and release	✓
Automatically determine person responsible for release based on amount limits and document information such as cost center	✓
Dual-control principle between verification and release	✓
Duplicate check	✓
Custom fields for further information such as posting dimensions	✓
Account assignment via ledger accounts, cost centers, cost objects and custom posting dimensions	✓
Fields are editable or read-only depending on the workflow step	✓
Keyboard shortcuts for conveniently working with invoice items	✓
Invoice comments and editing history	✓
Supplier-specific templates	✓
Depending on the ERP interfaces used, purchase orders, purchase order items and goods receipt information are available on the workflow screen	✓
Create a workflow log that clearly documents the properties of the invoice and the processing steps	✓

Integration and Connecting Systems

Master data integration via REST API	✓
Document data can be integrated by webhook	✓
DATEV integration can be purchased	€
Interface to Dynamics 365 F&O can be purchased	€
Interface to Dynamics 365 BC (up to version 14) can be purchased	€
Further ERP interfaces on request	€

Configuration, Infrastructure and Security

Web-based administration wizard	✓
Role-based entitlement management	✓
Multiple languages	✓
Transport encryption (SSL)	✓
Data encryption (AES 265 bit)	✓
Automatic updates	✓
Single sign-on (SSO)	✓

Scope of Functions for Various Users

	Accounting user	Release user
Capture and import invoices	✓	
Add vendor and invoice information	✓	
Select reviewer	✓	✓
Review invoice	✓	✓
Release invoice	✓	✓
Add invoice attachments	✓	✓
Search	✓	✓
Note and comment function	✓	✓
Add item data	✓	✓
Post invoice	✓	
Transfer invoice to an ERP system	✓	

Document and Dossier Types in d.velop invoices

The following dossier tree is included in d.velop invoices:

- Incoming invoice dossier
  - Incoming invoice
  - Invoice attachments
  - Workflow reports

3 Setup and Operating Instructions

Please note the following information to ensure that you can fully set up and operate your required software components to the extent allowed by your user licenses:

- Microsoft 365 SharePoint Online
- An empty SharePoint team site
- A user with the appropriate license to work with SharePoint Online, e.g.
  - Microsoft 365 Business Basic
  - Microsoft 365 E3

d.velop invoices for Microsoft 365

- Notes about setup:
  - Setup of Azure AD company applications in Azure Active Directory (see documentation)

4 Administration

4.1 Backup and Disaster Recovery

d.velop regularly backs up content according to the procedure described for the d.velop cloud platform basic apps (see "Product Description d.velop cloud platform").

The backups only concern the configurations saved in d.velop invoices for Microsoft 365. Content such as list items or documents that are stored in the customer's Microsoft 365 tenant are not affected.

4.2 Data Location

The location of the data is determined by the provisions for the d.velop cloud platform (see "Product Description d.velop cloud platform").

Documents, list elements and their metadata are only stored in your Microsoft 365 tenant.

4.3 Tenant Isolation

Data from different tenants is strictly separated in d.velop invoices for Microsoft 365. The tenant ID of your Microsoft 365 tenant is used for this. This is used by d.velop invoices for Microsoft 365 to select the correct data storage for the tenant.

Microsoft is responsible for the storage and isolation of your data in Microsoft 365.

4.4 Access Logging

All write access to d.velop invoices for Microsoft 365 is logged.

Access to your tenant and the content and data stored there, including logging into d.velop invoices for Microsoft 365 apps, can be viewed in the Microsoft 365 audit log.The audit log must be activated and configured in the customer's Microsoft 365 tenant.

4.5 Authentication

Your users authenticate themselves exclusively via Azure AD with the user profiles provided in your tenant. In order that d.velop invoices for Microsoft 365 has access to data in your SharePoint client, the user must agree to the app accessing the data in their tenant. As a rule, however, this is done client-wide for all users by an administrator of their tenant.

A distinction is made between delegated authorizations and application authorizations. If a regular user is involved, only delegated authorizations are required. All actions carried out by d.velop invoices for Microsoft 365 with these authorizations are carried out on behalf of the current user and logged in their tenant. Please note that the authorizations set in SharePoint are not overwritten or ignored. The permissions requested by the app only correspond to the maximum permissions required by d.velop invoices for Microsoft 365 in order to guarantee the full range of functions. Your tenant still determines exclusively what the individual user is allowed to do and whether and to what extent they are allowed to access a SharePoint page.

Certain functions of d.velop invoices for Microsoft 365 require invoice documents and their metadata to be accessible without a user being active. For this purpose, a system user is stored and used in the context of the Azure Enterprise App for communication between SharePoint Online and d.velop invoices for Microsoft 365. Details on the system user can be found in the system requirements.

4.6 Responsibilities

Since list elements, metadata, documents and user accounts are stored and managed in your tenant, these, along with the devices you operate (smartphones and PCs), are your responsibility. You are therefore responsible for the security of the passwords, whether two-factor authentication should be used and the general security of the accounts, authorizations and devices.

d.velop ensures that all necessary measures for optimal security, performance and availability of d.velop invoices for Microsoft 365 are followed. Best practices and the recommendations of the cloud provider are strictly adhered to in this regard.

Since d.velop does not act as the operator of the cloud platform, the cloud provider is responsible, which may have an impact on the operation of d.velop invoices for Microsoft 365.These potential effects are cumulated with our calculated availability and result in the availability promised in the Service Level Agreement (SLA).

Despite all measures taken by d.velop AG, the performance of d.velop invoices for Microsoft 365 may be influenced by a restriction of your tenant. This can be the case, for example, as a result of excessively used automatisms (import) or mass uploads via the client.

5 Service Limits

Some functions of d.velop invoices are subject to limits. It may be possible to raise these limits on request. Please contact us.

Invoice Quantity and Size

A maximum of 5,000 invoices are allowed per day with a maximum size of 100 MB each.

Workflow

A maximum of 100 different workflows are permitted, each with a maximum of 50 different steps.

DMS Repositories

A maximum of 50 different DMS repositories are allowed, i.e. sites in d.velop documents for Microsoft 365.

Groups

The customer can use a maximum of 500 groups per d.velop documents for Microsoft 365 site.

Master Data

A maximum of 50 different buckets are allowed. See the table below for the number of records allowed per entity and bucket. If you use the master data API to import master data, a maximum of 30 MB of uncompressed JSON data is allowed per request.

Entity	Maximum number of records
Tenants	1,000
Cost centers	50,000
Cost objects	50,000
Currencies	10,000
Additional entities	100,000
Document types	1,000
Ledger accounts	50,000
Additional dimensions	500,000
Terms of payment	10,000
Procurement categories	10,000
Purchase orders / PO lines	50,000/500,000
Tax codes	10,000
Vendors	100,000
Vendor bank details	100,000