

Enhancement packages – Basic processes developed by softgate to supplement Tungsten TotalAgility

For the Tungsten platforms such as Tungsten TotalAgility, softgate has developed basic processes, known as **enhancement packages**, for various sectors. These are preconfigured subprocesses that require only minimal customization to meet customer requirements. Enhancement packages can be integrated into processes that are under development, thus reducing the overall time to market.

Please note: Additional service is a prerequisite for individual customization! The enhancement packages are **not** covered by support.

[softgate enhancement package: Transfer to IKAROS \(for creating a new file\)](#)

Tailored to the debt collection sector: Predefined process for transferring data to IKAROS to create a new file.

[softgate enhancement package: Transfer to IKAROS \(for creating a new transaction\)](#)

Tailored to the debt collection sector: Predefined process for transferring data to IKAROS to create a transaction.

[softgate enhancement package: Transfer to softgate-archiv \(in conjunction with IKAROS\)](#)

Tailored to the debt collection sector: Predefined process for transferring extracted data and the associated document to softgate-archiv. The document ID, which is required as a reference during the transfer to softgate-archiv, is returned as confirmation.

[softgate enhancement package: Transfer to softgate-archiv \(standard\)](#)

Predefined process for transferring extracted data and the associated document to softgate-archiv. The document ID, which can be referenced in other systems, is returned as confirmation.

[softgate enhancement package: Processing court invoices](#)

Tailored to the debt collection sector: Predefined process for classifying and reading out relevant information from court invoices.

[softgate enhancement package: Processing enforcement notices](#)

Tailored to the debt collection sector: Predefined process for classifying and reading out relevant information from enforcement notices to create new files in IKAROS.

[softgate enhancement package: Invoice processing](#)

Predefined process for automatically processing invoices.

[softgate enhancement package: Invoice processing with approval workflow](#)

Predefined process for automatically processing invoices with approval workflow.

[softgate enhancement package: TR-RESISCAN](#)

Predefined process for the scan and signature process according to TR-RESISCAN guidelines.

[softgate enhancement package: WatchDog](#)

Predefined process for automatically monitoring volume consumption.

softgate enhancement package: Transfer to IKAROS (for creating a new file)

Enforceable titles are a prerequisite for automatically creating a new file in IKAROS. This includes, for example, enforcement notices, which can be captured and read out with the "Capturing enforcement notices" enhancement package. Other examples include final judgments, settlements, decisions fixing costs, or other documents listed in Section 794 German Code of Civil Procedure (*Zivilprozessordnung – ZPO*).

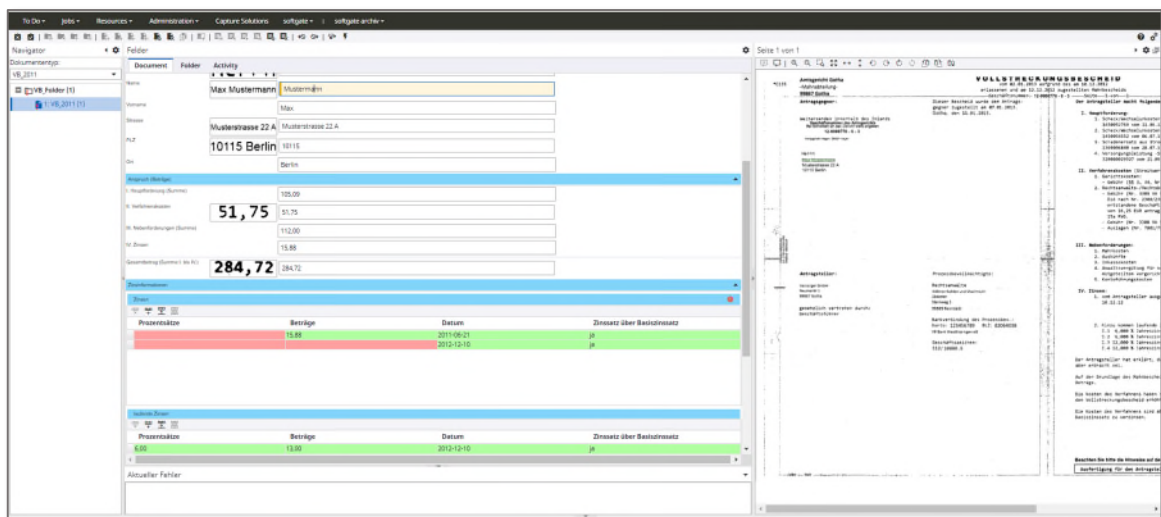
After classification, all relevant data is extracted from the document according to the document type for this purpose. All data is prepared and formatted according to the field definitions specified by IKAROS and can be checked manually so that it can be transferred directly to IKAROS.

In the validation step, incorrectly read information can be corrected or missing information can be added so that an accurate data record is available for import.

As part of transferring the data to IKAROS and creating the file, the initial document is created as the first transaction within the file. However, in order to automatically create a resubmission or trigger a workflow, the desired event must be assigned to the transaction code in IKAROS. This is an internal IKAROS transaction and must be carried out by the customer.

In the IKAROS master data, the corresponding data records for creditors and debtors are created under "Participants".

The enhancement package also includes error handling if the transfer to IKAROS fails. The transfer is repeated a defined number of times and offered for a manual check when the limit is reached. The user is shown the transfer message and the transfer file so that corrections can be made to the transfer file independently and the transfer can be repeated.



Enhancement package: Transfer to IKAROS (for creating a new transaction)

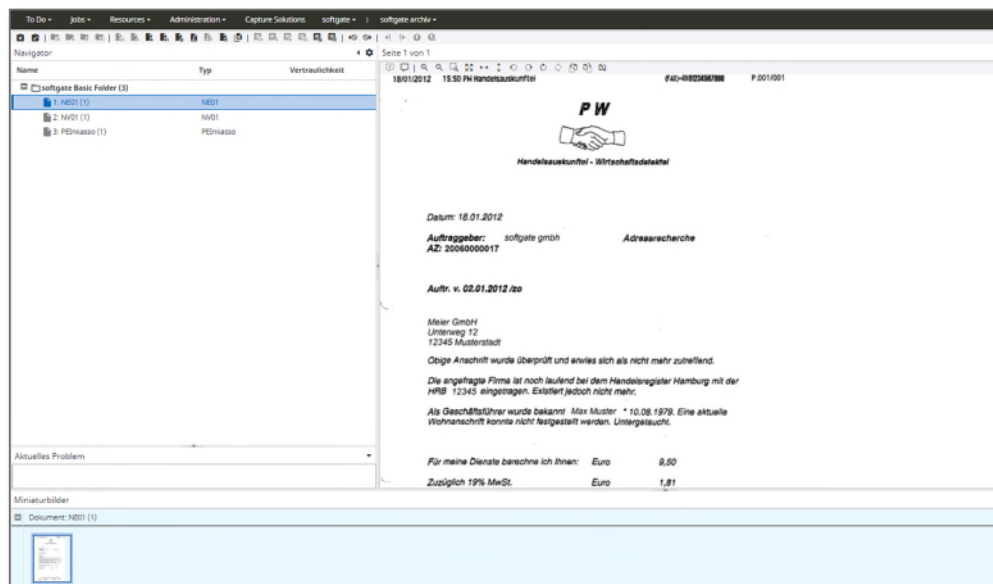
To automatically create a new transaction within a file in IKAROS, all incoming documents can be processed from various channels, such as via scanners/MFPs, emails, file systems, mobile capture via smartphones or tablets, etc.

After classification, all relevant data (file number, transaction code, debtor, customer) is extracted from the document according to the document type for this purpose. All data is prepared and formatted according to the field definitions specified by IKAROS so that it can be transferred directly to IKAROS.

In the validation step, incorrectly read information can be corrected or missing information added so that an accurate data record is available for import. Database queries support validation and also check whether the file is available. If the file does not yet exist, the document currently being processed can be "parked" until the file is created and the document can be created as a transaction.

However, in order to automatically generate a resubmission or trigger a workflow, the desired event must be assigned to the transaction code in IKAROS. This is an internal IKAROS transaction and must be carried out by the customer.

Finally, the enhancement package includes error handling if the transfer to IKAROS fails. The user can then make changes to the transfer file themselves if there are still anomalies despite prior validation (plausibility, missing value, etc.) and initiate the transfer again.



Enhancement package:

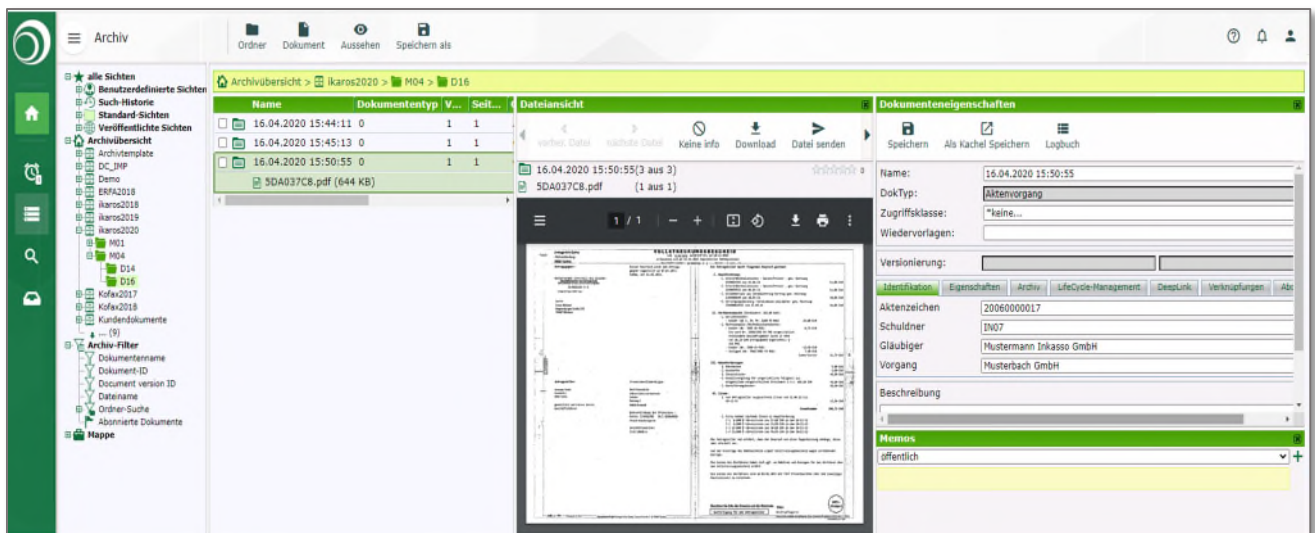
Transfer to softgate-archiv in conjunction with IKAROS

If softgate-archiv is used for (audit-proof) archiving in conjunction with IKAROS, the enhancement packages are recommended to transfer data to IKAROS and create new files or transactions. All incoming documents from various channels can be archived, such as via scanners/MFPs, emails, file systems, mobile capture via smartphones or tablets, etc.

Before index values are transferred to IKAROS, the documents are stored in softgate-archiv; the index values "file number", "transaction code", "debtor" and "customer" (name or ID) are also transferred.

The document ID then generated by softgate-archiv is returned along with the filing/receipt date and transferred to IKAROS in the form of an XML file with the necessary values to create a new file or transaction.

Finally, the enhancement package includes error handling if the transfer to softgate-archiv fails. The user can then make changes to the transfer file themselves if there are still anomalies despite prior validation (plausibility, missing value, etc.) and initiate the transfer again.



Enhancement package: Transfer to softgate-archiv (standard)

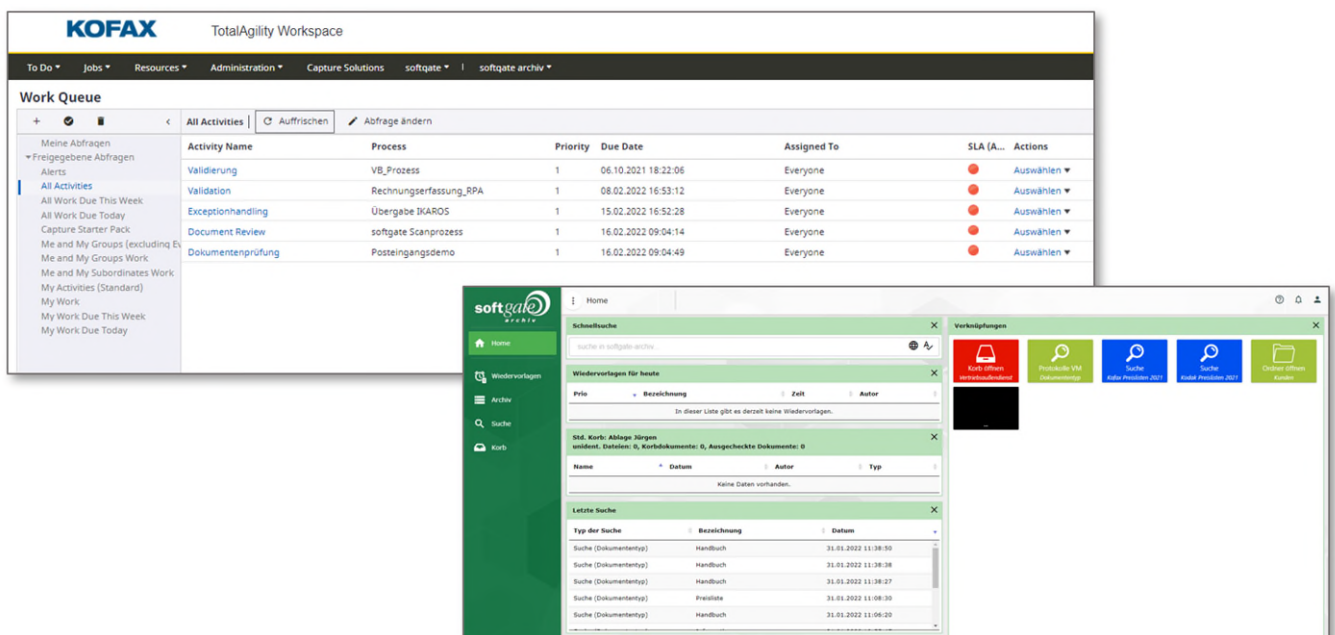
This standard process can be used to process all incoming documents from various channels, such as via scanners/MFPs, emails, file systems, mobile capture via smartphones or tablets, etc., and transfer them to softgate-archiv.

First, the data is classified to determine the document type involved. The relevant information is then extracted depending on the document type. All data is prepared and formatted according to the specified field definitions.

In the validation step, incorrectly read information can be corrected or missing information added so that an accurate data record is available for transfer to softgate-archiv. Database queries support and accelerate validation.

Once validation is complete, the index values and documents are transferred and archived via softgate-archiv web services. This enhancement package provides the transfer process, but the information to be transferred must be prepared in the calling process and considered in the process modeling.

The enhancement package also includes error handling if the transfer to softgate-archiv fails. Reasons for this could be that the token limit has been reached (no login possible) or the web services are temporarily unavailable (no document transfer possible).



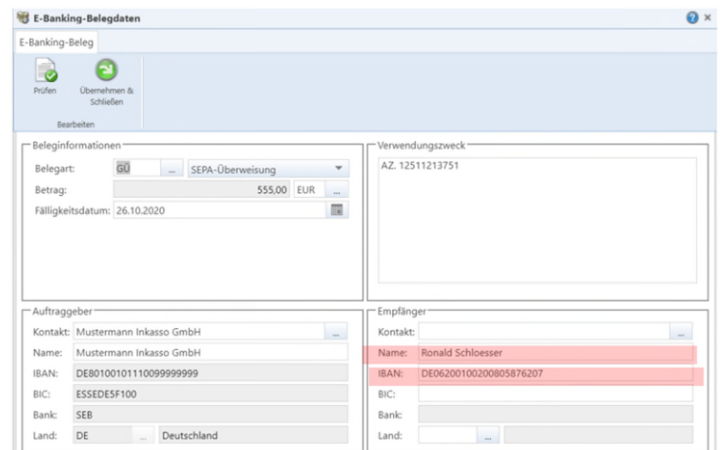
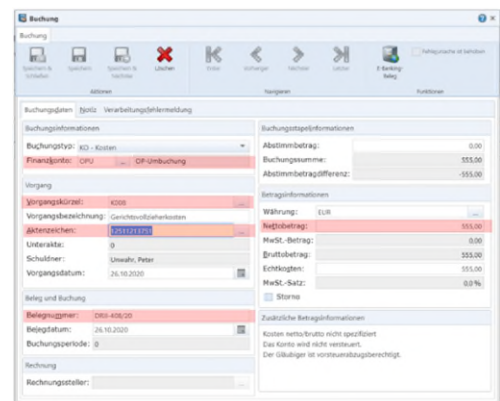
Enhancement package: Reading out court invoices

Custom basic process for the debt collection sector

Basic process for extracting relevant data from invoices from bailiffs, local courts, and authorities. IKAROS does not currently offer a standard interface for transferring this information to the financial account; this information must be imported individually.

Posting

- Allocation of the financial account:
 - K06 Costs with bank transfer (automatic entry)
- Transaction code:
 - K001 Investigation costs (documents: authorities)
 - K004 Court cashier (documents: local court)
 - K005 Bailiff (documents: bailiff)
- File number stored in the file name or read out:
 - Reference number always 10 digits
- Document number:
 - Document number of the sender (cashier reference, invoice number, service register (DR) no. for bailiffs)
- Net amount: Total amount



E-banking document data

- Recipient:
 - Name of the invoicing party (local court/bailiff/authority)
 - IBAN

Enhancement package: Capturing enforcement notices

Custom basic process for the debt collection sector

Buying up enforcement notices is one of the many business areas of debt collection companies. However, due to the high personnel costs involved in capturing, processing, and investigating enforcement notices and the resulting fees charged by the authorities, this sector can only be lucrative if there is efficient process optimization. Enforcement notices, although semi-structured documents, always contain similar information and are therefore ideal for automated capture with intelligent software. softgate has created a process specifically tailored to capturing enforcement notices from versions 1999_A3, 1999_A4, 2002, 2004, 2005-10-01 (pseudo A3), 2011-01-01 (full A3), and 2017-07-01 (full A3, principal claim begins on the left-hand side). This process reads out relevant information fully automatically from the scanned enforcement notices using OCR. Thanks to the use of intelligent capture software, it is irrelevant in which position amounts or interest rates, for example, can actually be found. This means that considerably more enforcement notices can be captured, tagged, and transferred to downstream systems than would be the case manually. The basic set of rules for capturing enforcement notices enables the following data to be captured:

Court of law	Yes
Debtor salutation	Yes
Debtor address data	Last name, first name, street, ZIP code, city
File number local court	Yes
Applicant's reference number	Yes
Document date	Yes
Sum of the principal claims	Each individual amount, transfer as a total
Legal expenses	Each individual amount, transfer as a total
Ancillary claims	Each individual amount, transfer as a total
IKAROS: GLKOSTEN	Yes
Interest	Each individual amount, transfer as a total
Total amount	Yes
Current interest	Interest rate, amount of the associated principal claim, and validity date for a maximum of 15 principal claims in each case
Costs above base interest rate	Validity date, interest rate, base amount

Prerequisites

Tungsten TotalAgility 7.8 or higher, enhancement package for transfer to IKAROS (for creating a new file).

We recommend the use of professional document scanners.

softgate enhancement package: Invoice processing

Using the softgate enhancement package Invoice Processing, the relevant information is automatically extracted when entering invoices with Tungsten TotalAgility in accordance with Section 14 of the Value Added Tax Act (*Umsatzsteuergesetz – UStG*), e.g.:

- the full name and address of the supplier
- the tax number issued to the supplier by the tax office or the VAT identification number issued to the supplier by the Federal Finance Office
- the date of issue
- a consecutive number with one or more series of numbers that is assigned once by the invoice issuer to identify the invoice (invoice number)
- the quantity and type of goods supplied or the scope and type of other services, i.e., the individual invoice items (optional, against additional expenses)
- the date of delivery or other service or the date of receipt of the advance payment, if this date is fixed and is not identical to the date of issue of the invoice
- a) the consideration for each tax rate or exemption
b) any price reduction agreed in advance, provided it is not already included in the consideration
- the applicable tax rate and
- the amount of tax due on the consideration.

One factor that influences functionality is the document quality. This means that a correspondingly high readout rate requires a correspondingly high quality of the scanned documents (recommended resolution 300 dpi, min. 200 dpi). The image enhancement program Tungsten Virtual ReScan (VRS) can be used to improve the scan quality or achieve the required scan quality.

Important:

To ensure very good quality of the extraction results, it is necessary to train the software. A 100% correct extraction of all index values defined by the customer cannot be guaranteed!

Prerequisites

Tungsten TotalAgility from version 7.10, transformation volume

softgate enhancement package: Invoice processing with approval workflow

The TotalAgility invoice capture and invoice approval process captures invoice documents via scan, folder import, or from email inboxes.

First, the system classifies the document as an invoice document and then extracts the invoice fields to be read out. The relevant information is automatically extracted in accordance with Section 14 of the German Value Added Tax Act (*Umsatzsteuergesetz – UStG*), e.g.:

- the full name and address of the supplier (by means of a database comparison with the supplier master database)
- the tax number issued to the supplier by the tax office or the VAT identification number issued to the supplier by the Federal Finance Office (by means of a database comparison with the supplier master database)
- the date of issue
- a consecutive number with one or more series of numbers that is assigned once by the invoice issuer to identify the invoice (invoice number)
- the quantity and type of goods supplied or the scope and type of other services, i.e., the individual invoice items (optional, against additional expenses)
- the date of delivery or other service or the date of receipt of the advance payment, if this date is fixed and is not identical to the date of issue of the invoice
- the consideration for each tax rate or exemption
- any price reduction agreed in advance, provided it has not already been taken into account in the consideration
- the applicable tax rate and
- the amount of tax due on the consideration.

In an initial validation to visually inspect and supplement the information, the invoice is submitted to the users via a validation screen. The invoice can be assigned to a responsible employee or group.

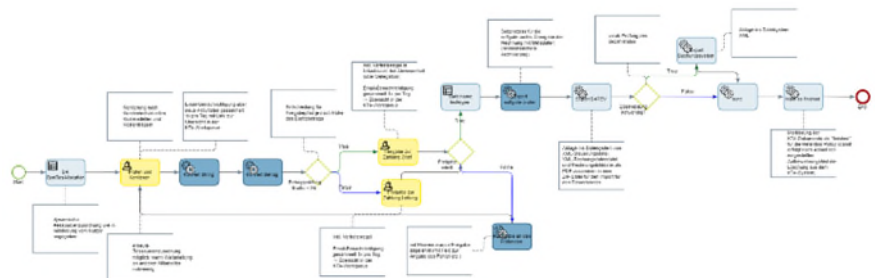
Once validation is complete, the approval workflow is started. A second validation step and the account assignment (cost centers/cost unit assignment and, if necessary, division into partial amounts) take place here. The invoice amount is used as the criterion for submitting the invoice to different persons (or groups of persons) for approval. Here and also during validation, corresponding substitute rules can be stored for absence and vacation times. If approval is not granted, the invoice is sent back to the verifier with a note so that any errors can be corrected before the approval can be checked again.

Important:

To ensure very good quality of the extraction results, it is necessary to train the software. A 100% correct extraction of all index values defined by the customer cannot be guaranteed!

Prerequisites

Tungsten TotalAgility from version 7.11,
transformation volume



softgate enhancement package: TR-RESISCAN

The TR-RESISCAN guideline (Technical Guidelines for Secure Scanning and Signature Processes) was developed specifically for the digital processing of documents to enable the secure and legally compliant replacement of paper-based documents at public authorities. The aim is to design the entire process of digitizing and electronically signing documents in such a way that it meets the highest security and legal requirements.

The guideline defines technical standards and procedures to ensure that scanned documents are digitally authenticated, tamper-proof, and legally binding. This also includes the integration of advanced electronic signatures to ensure the integrity of electronic documents.

Compliance with the TR-RESISCAN guideline ensures that electronic document processing complies with legal requirements and meets the highest standards in terms of security and authenticity. The implementation of this guideline enables an efficient and legally compliant transition from paper-based to digital document processes in various authorities and organizations.

TotalAgility thus supports the digitization process of physical incoming mail (including sampling and transfer notes as a technical subcomponent of the TR-RESISCAN guideline) as a tailor-made solution package that meets the highest technical standards. In addition, an interface allows a signature provider and the transfer to downstream systems to be integrated into the signing process. As a result, softgate now offers an integrated solution that saves time and resources.

Prerequisites

Tungsten TotalAgility from version 7.10

softgate enhancement package: WatchDog (automatic monitoring of volume consumption)

The *WatchDog* enhancement package is a process for monitoring the various Tungsten TotalAgility volume licenses. Notification of the current status can take place regularly or an alarm is triggered if the level falls below defined thresholds (e.g., 25% remaining volume available).

This allows measures to be taken before the imaging and transformation volume is used up and so prevent a processing stop.

Several mailboxes can be stored as recipients for notifications and alarms.

Watchdog can be used in both standard and multi-client-capable Tungsten TotalAgility systems.

Benefits

- Regular notifications ensure constant overview of current remaining volume
- Alarm when undershooting critical threshold values
- Early detection of volume deficits
- Early initiation of countermeasures
- Time saving compared to manual control of the Tungsten system

Prerequisites

Tungsten TotalAgility from version 7.11