

# Application / Usage

- [Working with Electronic Invoices](#)
- [Document Management](#)

# Working with Electronic Invoices

## Sales Documents

### Sales Orders and Invoices


Sales documents such as orders and invoices now have a fact box for the e-invoice conformity check. This informs the user of the following:

- Required fields that are empty
- Validation warnings
- Compliance status

#### DEXPRO eInvoice Compliance Check

Status



Field	Source
<b><u>Payment Method Code</u></b>	 Sales Header
<b>Bill-to Country/Region Code</b>	Sales Header
<b>Ship-to Country/Region Code</b>	Sales Header

#### DEXPRO eInvoice Compliance Check

Status



**Document ready for DEXPRO eInvoice export!**

#### Common Missing Fields:

- Customer VAT registration numbers

- Complete billing addresses
- Valid email addresses
- Payment method codes



## Posted Sales Invoices

In the **Posted Sales Invoices** list, you'll see:

### New Fields:

- **DXP eInvoice Document Sent:** Shows if electronic document was sent

### New Actions:

 Download DEXPRO eInvoice     Email DEXPRO eInvoice

- **Download DEXPRO eInvoice:** Download electronic document
- **Email DEXPRO eInvoice:** Send electronic document via email

## Posted Sales Credit Memos

Similar functionality available in **Posted Sales Credit Memos**:

- Document status tracking
- Download and email actions

## Service Invoices

Electronic invoicing is also available for **Service Invoices** with the same functionality.

# Document Types and Formats

When downloading or emailing documents, you can choose from:



Select Sending Profile

- XRechnung XML
- ZUGFeRD PDF
- XRechnung XML and Standard PDF

OK

Abbrechen

1. **XRechnung XML**: Pure XML format compliant with German standards
2. **ZUGFeRD PDF**: Hybrid PDF with embedded XML data
3. **XRechnung XML and Standard PDF**: Both formats in a ZIP file

# Sending Documents

## Manual Sending

1. Open any posted sales document
2. Click **Email DEXPRO eInvoice**
3. Select the desired format
4. System automatically:
  - Generates the electronic document
  - Creates email with appropriate template
  - Sends to customer's email address

## Automatic Processing



The system can automatically process documents through the **Document Queue**:










- Documents are queued when posted
- Background processing generates and sends electronic documents
- Status tracking shows processing progress

# Document Management

## Document Queue

Access via **DEXPRO eInvoice Setup** → **Document Queue**

DEXPRO eInvoice Document Queue ✓ Saved  

   | Manage  Process Selected  View Status  View Source Document  View Process Log | More options  

Entry No. ↑	XRechnung Document Type	Source Table No.	Source System ID	Sending Profile	Created At	Customer/Vendor No.	Document No.	Status
→ 1	380	112	{619fbcc-3042-f011-be59-002248d478e2}	XRechnung XML	05.06.2025 19:16	10000	GVKR103001	Sent

### Columns Displayed:

- **Entry No.:** Unique identifier
- **Document Type:** Type of document (Invoice, Credit Memo, etc.)
- **Document No.:** Business Central document number
- **Customer/Vendor No.:** Trading partner
- **Status:** Current processing status
- **Created Date Time:** When queued
- **Sending Profile:** Format to be generated

### Actions Available:

- **Process:** Manually trigger processing
- **Reset Status:** Reset failed items
- **Delete:** Remove from queue

## Process Log

Monitor all system activities via **DEXPRO eInvoice Setup** → **Process Log**



Manage



Entry No. ↑	Date and Time	User ID	Process Step	Message	Is Error
→ 1	05.06.2025 19:17	BERND.FED...	Job Queue Start	Starten des Prozesses für die e...	<input type="checkbox"/>
2	05.06.2025 19:17	BERND.FED...	Process Entries	Die Verarbeitung von Einträge...	<input type="checkbox"/>
3	05.06.2025 19:17	BERND.FED...	Process Entry	Eintrag in der Verarbeitungswa...	<input type="checkbox"/>
4	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Verarbeitung für Beleg GVKR1...	<input type="checkbox"/>
5	05.06.2025 19:17	BERND.FED...	Validation	Validieren des Warteschlangen...	<input type="checkbox"/>
6	05.06.2025 19:17	BERND.FED...	Status	Sicherstellen, dass ein Statusda...	<input type="checkbox"/>
7	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Starting email preparation	<input type="checkbox"/>
8	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Email sent successfully	<input type="checkbox"/>
9	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Verarbeitung erfolgreich abges...	<input type="checkbox"/>
10	05.06.2025 19:17	BERND.FED...	Process Entries	Abgeschlossene Verarbeitung ...	<input type="checkbox"/>
11	05.06.2025 19:17	BERND.FED...	Process Entries	Die Verarbeitung von Einträge...	<input type="checkbox"/>
12	05.06.2025 19:17	BERND.FED...	Process Entries	Abgeschlossene Verarbeitung ...	<input type="checkbox"/>
13	05.06.2025 19:17	BERND.FED...	Cleanup Start	Aufräumen alter Einträge starten	<input type="checkbox"/>
14	05.06.2025 19:17	BERND.FED...	Cleanup End	Finished cleanup of old entries	<input type="checkbox"/>
15	05.06.2025 19:17	BERND.FED...	Job Queue End	Abgeschlossener Prozess der e...	<input type="checkbox"/>

**Information Tracked:**

- Processing timestamps
- Success/failure status
- Error messages
- Document details