Application / Usage

- Working with Electronic Invoices
- Document Management

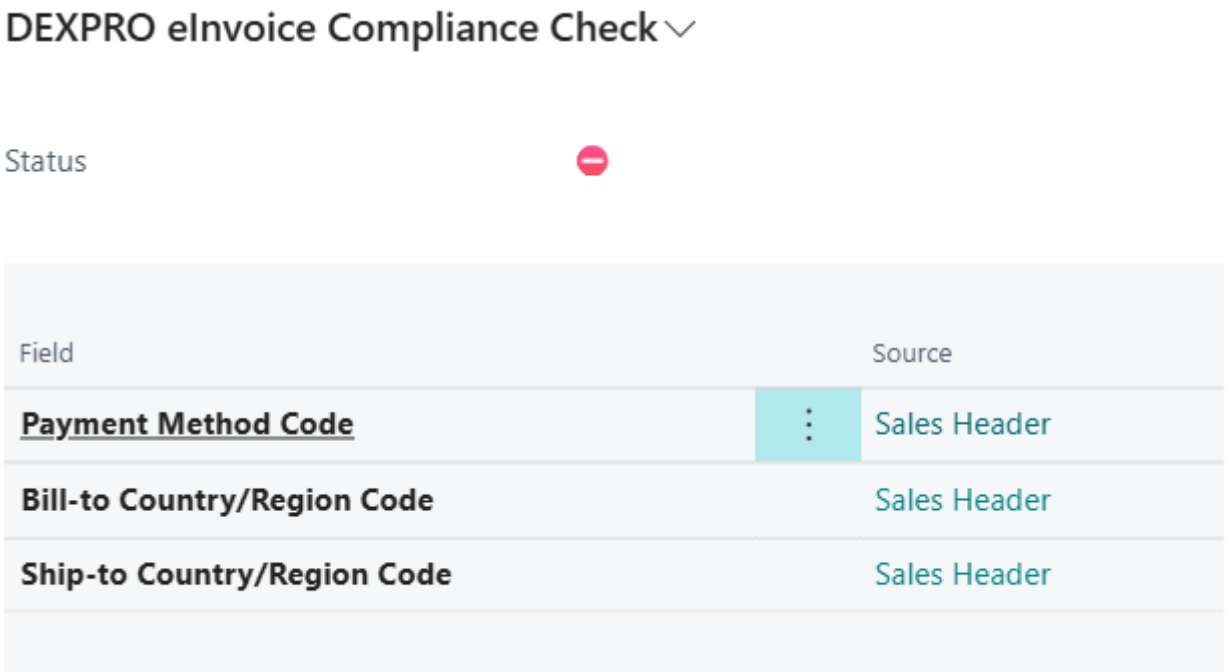
Working with Electronic Invoices

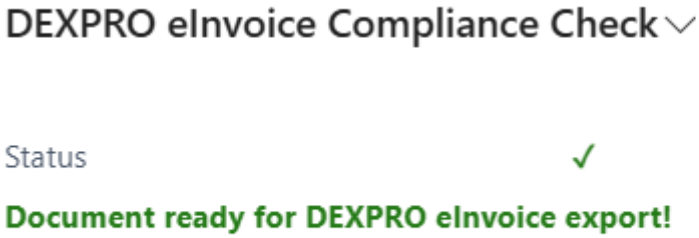
Sales Documents

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





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:

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

New Actions:

{add screenshot of Posted Sales Invoice here}

- **Download DEXPRO eInvoice**: Download electronic document

Posted Sales Credit Memos

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

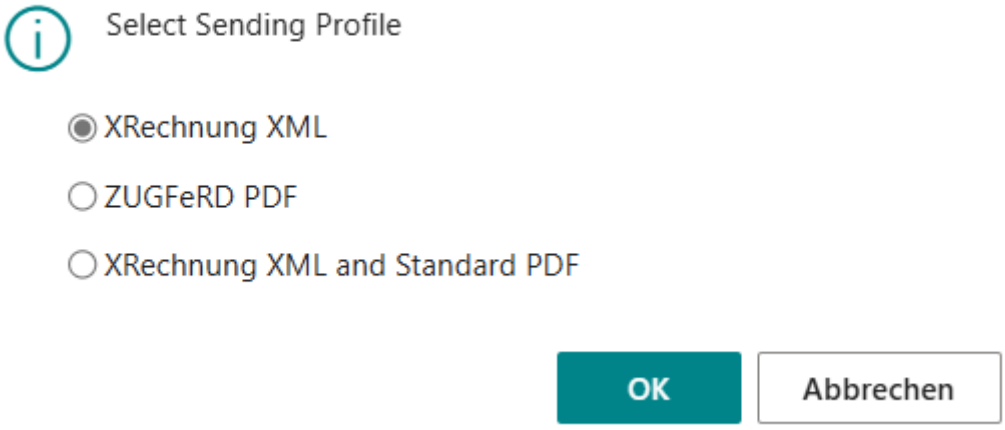
- Document status tracking
- Download action; emailing works as for invoices through the standard **Email** action

Service Invoices

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

Document Types and Formats

When downloading documents, you can choose from:



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**, the standard Business Central action
3. The app completes the email automatically:
   - Attaches the e-invoice in the format of the sending profile if **Add eInvoice to Email Attachments** is on
   - Uses the **Override Contact Email** as recipient and the **CC Email Address** as CC from the customer setup, if set
   - Marks the document as **eInvoice Sent** once the email has been sent, and closes the document's entries in the **Document Queue** that are still Pending, Error or Failed as Sent, so the background processing does not send the document a second time

Which attachments the app replaces and which always stay is described on the eInvoice Sender Setup page, section E-invoice in email sending.

Automatic Processing

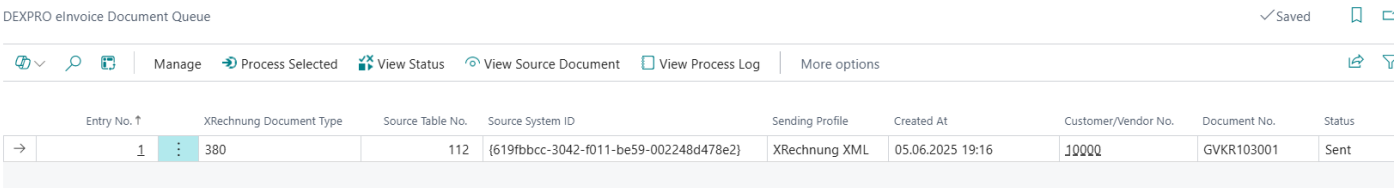
The system can automatically process documents through the **Document Queue**:

- 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**



Columns Displayed:

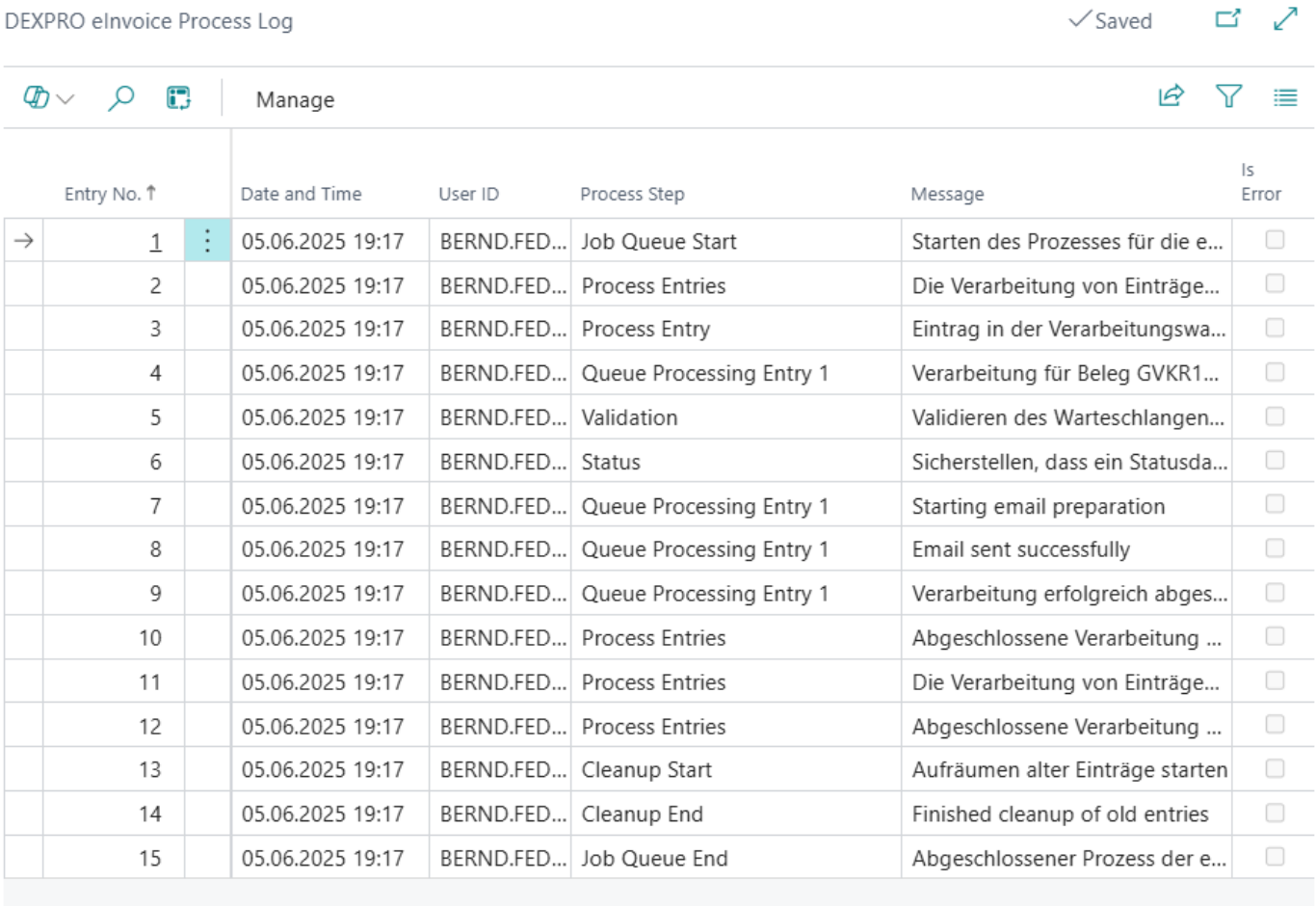
- **Entry No.**: Unique identifier
- **XRechnung Document Type**: XRechnung type code of the document (for example 380 invoice, 381 credit note)
- **Source Table No.**: Number of the table that holds the posted source document
- **Document No.**: Business Central document number
- **Customer/Vendor No.**: Trading partner
- **Status**: Current processing status
- **Created Date Time**: When queued
- **Sending Profile**: Format to be generated
- **Attempts**: How many times processing has failed with a retryable error
- **Next Retry At**: When the next retry is due
- **Last Error Class**: Class of the most recent failure (Retryable, Permanent or Authentication Failure)

Actions Available:

- **Process Selected**: Manually trigger processing of the selected entries. Each entry is processed on its own, so an error in one entry does not undo the others. At the end a message shows how many entries were processed and how many of them without success; the status of an entry shows what went wrong.
- **Re-queue**: Put the selected entries in status Error or Failed back to Pending with a fresh retry count, so that the next Job Queue run processes them again - for example after you corrected the data a KoSIT rejection pointed at. Entries in any other status are skipped.
- **Delete**: Remove from queue

Process Log

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


DEXPRO eInvoice Process Log

Saved

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...	
2	05.06.2025 19:17	BERND.FED...	Process Entries	Die Verarbeitung von Einträge...	
3	05.06.2025 19:17	BERND.FED...	Process Entry	Eintrag in der Verarbeitungswa...	
4	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Verarbeitung für Beleg GVKR1...	
5	05.06.2025 19:17	BERND.FED...	Validation	Validieren des Warteschlangen...	
6	05.06.2025 19:17	BERND.FED...	Status	Sicherstellen, dass ein Statusda...	
7	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Starting email preparation	
8	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Email sent successfully	
9	05.06.2025 19:17	BERND.FED...	Queue Processing Entry 1	Verarbeitung erfolgreich abges...	
10	05.06.2025 19:17	BERND.FED...	Process Entries	Abgeschlossene Verarbeitung ...	
11	05.06.2025 19:17	BERND.FED...	Process Entries	Die Verarbeitung von Einträge...	
12	05.06.2025 19:17	BERND.FED...	Process Entries	Abgeschlossene Verarbeitung ...	
13	05.06.2025 19:17	BERND.FED...	Cleanup Start	Aufräumen alter Einträge starten	
14	05.06.2025 19:17	BERND.FED...	Cleanup End	Finished cleanup of old entries	
15	05.06.2025 19:17	BERND.FED...	Job Queue End	Abgeschlossener Prozess der e...	

Information Tracked:

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