

# Application / Usage

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# 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                    |
|-----------------------------|---------------------------|
| <u>Payment Method Code</u>  | <div>⋮</div> Sales Header |
| Bill-to Country/Region Code | Sales Header              |
| Ship-to Country/Region Code | 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:

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#### 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

### 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