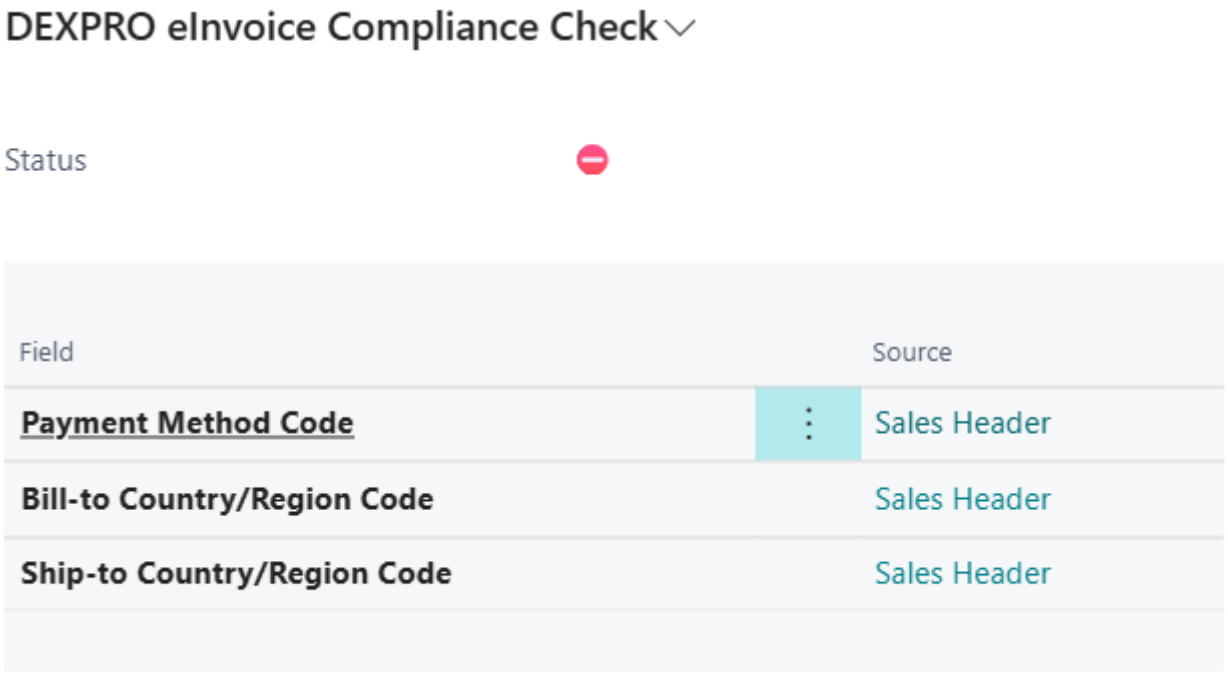
Working with Electronic Invoices

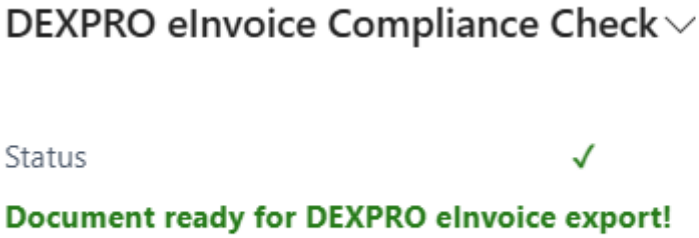
Sales Documents

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**:

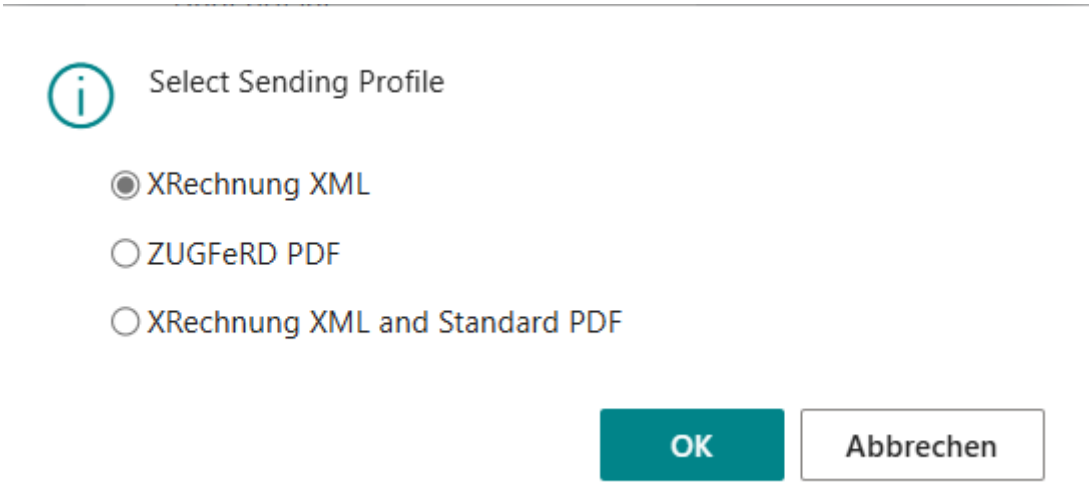
- Document status tracking
- Download action; emailing works as for invoices through the standard **Email** action

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

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