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User Manual - Electronic Invoicing for Italy

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User Manual

Electronic Invoicing for Italy

Prepared by
Alterna

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1 PREMISE

This document contains a user guide of the Electronic Invoicing for Italy App.

This app allows, after the posting of Public Administration (PA) sales invoices or Private (PR) sales invoices, the generation of the XML file that must be sent to the interchange System (SDI).

The app will generate an XML file with the following features:

- <<Country Code>> <<Transmitter Unique Identifier>> _ <<Sequential unique file code>> (Ex. IT99999999999_00002.xml)

where

- The Country Code must be indicated according to the standard ISO 3166-1 alpha-2 code,
- The Transmitter Unique Identifier
 - 11 characters (minimum) and 16 characters (maximum) in the IT Country Code case,
- The Sequential unique file code is an alphanumeric string of maximum 5 characters and with allowed value between "A" and "Z" and "0" and "9".

Each file will include one document.

The app contains the process to import purchases invoices in Business Central.

2 ELECTRONIC INVOICING SETUP

2.1 Company Information

The company data fields on the Company Information page must be compiled. Some of these fields will be used in the electronic invoicing process. Below are the fields to be filled in and the indication of which of them are mandatory.

- **Country/Region Code:** Seller's /Provider country code – **Mandatory**
- **VAT Registration No:** Seller's /Provider Vat Registration Number – **Mandatory**
- **Fiscal Code:** Seller's /Provider Fiscal Code – **Mandatory**
- **Name:** this field will be used in the tag Denominazione (Section 1.2 CedentePrestatore) – **Mandatory**
- **Address:** this field must be filled in with the name of the street, square, etc. and the civic number (that will be exported not in a specific field but within the address). **Mandatory**
- **Post Code:** Post Code – **Mandatory**
- **City:** city name – **Mandatory**
- **Province** – province abbreviation of the city indicated in the City field, consisting of 2 letters.
- **Company Type:** the field, related with the company type table, indicates the company tax regime (ref.par.2.4) - **Mandatory**

Figure 1 Company Information Setup

- **Stable Organization:** in the case of non-resident seller/provider that carries out the transactions covered by the document through a stable organization, is mandatory fill in the fields Address, Post Code, City and Country in the Stable organization section.

The following fields will be exported in the IscrizioneRea section

- **Registry Office Province:** the field must be filled in with the province abbreviation and must be consisted of 2 letters – **Mandatory**
- **REA No.:** the field must be filled in with the registration number of the commercial register – **Mandatory**
- **Paid-In Capital:** it is the seller/provider share capital. It is mandatory only for limited company (SpA, SApA, SRL).
- **Shareholder Status:** it is mandatory only for SpA, SApA, SRL company, the field must be filled in to indicate if the company has one or more shareholders; the admitted values are "", one Shareholder, Multiple

Shareholders". The field will be exported in the tag SocioUnico with the value '**SU**' for single shareholder's companies and '**SM**' for multiple shareholders' companies.

- **Liquidation Status:** the field indicates if the company is in liquidation or not. The admitted values are 'Not in Liquidation' for the companies not in liquidation and 'in Liquidation' for the companies in liquidation – **Mandatory**
- **Phone No.:** phone number of the company
- **Fax No.:** Fax No, of the company
- **Email:** company email

Administration			
FD Address		Office Code	
FD Post Code		General Manager No. ..	
FD City		Accounting Manager ...	
FD County		Finance Manager No. ..	
REA No.	1692939	Shareholder Status	Multiple Shareholders
Register Company No. ..	01980940835	Liquidation Status	Not in Liquidation
Registry Office Provin... ..	MI	Paid-In Capital	0,00
Fiscal Code	08973230967		

Figure 2 Company Information Setup

- **Tax Representative No.:** to be filled in if the seller/provider uses a tax representative in Italy. It is linked with a vendor registry that must contain the origin country code, the Vat Registration No and the business name.

2.2 Electronic Invoicing Setup

In a specific page dedicated to the Electronic Invoicing setup, the following fields must be compiled:

- **Fattura Stamp:** indicates whether there is an authorization from the Revenue Office to perform the payment of the stamp in a virtual way.
- **Default Fattura Stamp Amount:** Virtual Stamp Amount.
- **Min. Fattura Stamp Amount:** indicates the minimum amount not subject to VAT present in a single invoice from which stamp duty is required.
- **Administration Reference:** to be filled in with the company's administration reference.
- **Elect. Inv. Transmission Vendor Number:** to be filled in with the vendor code corresponding to the transmission intermediary. The field will be exported in section 1.1.1 <IdTrasmittente>. If compiled, the data in sections 1.1.1 <IdTrasmittente> e 1.1.5 <ContattiTrasmittente> will be obtained from the associated vendor, otherwise they will be obtained from the company information. The vendor used must have the data regarding the Fiscal Code, Vat Registration Number and Country Code compiled.
- **Invoice Standard Text:** to be filled in with a standard text if fixed notes will be managed in the xml creation (par. 5.12).
- **Sales Purch. Order Field No.:** from this field is possible to choose which field in the sales order table will be used to export the order reference in the xml file. By default, the system takes the value in the Customer Purchase Order No. Field.
- **Sales Shipment Field No.:** select the field to use to complete the section Dati DDT. Leave the field blank to use the standard shipment reference. (with EWS app use the linked field)
- **Return Rcpt. Field No.:** select the field to use to complete the section Dati DDT. Leave the field blank to use the standard receipt reference.
- **Service Purch. Order Field No.:** from this field it is possible to choose which field in the services order table will be used to export the service order reference to the xml file. By default, the system takes the value in the Customer Purchase Order No. Field.

- **Service Shipment Field No.:** select the field to use to complete the section Dati DDT. Leave the field blank to use the standard shipment reference.
- **Purchase Receipt Field No.:** specify the purchase receipt field on which to search for the DDT number during import. If it is not specified, by default, the Vendor shipping doc. no. field will be used.
- **Return Shipment Field No.:** specify the return shipment field on which to search for the DDT number during import. If it is not specified, by default, the "No." field will be used.
- **Purchase Order Field No.:** specify the purchase order or return order field on which to search for the Document ID of the Purchase Order Data during import. If not specified, by default, the 'No.' field will be used.
- **Use Vendor Payment Conditions:** when the flag is enabled, the vendor's payment method is used, the payment conditions specified in the XML file are ignored and the payment conditions defined in the vendor's card are applied.
- When the flag is disabled, a payment method must exist with a "Fattura PA Payment Method" that matches the one specified in the imported XML file. Regarding the payment conditions, the due dates of the XML file are checked with the total amount of the document. In case of differences, a payment condition can be also manually specified in the "Electronic Invoicing Exchange" page; in that case, the condition defined in the document will be used.
- **Export Customer Comment:** the comments on the customer card will be exported in the tag Causale.
- **Export Header Comment:** the comments on the document header will be exported in the tag Causale.
- **Export Line Comment:** the comments on the document lines will be exported in the tag AltriDatiGestionali.
- **Descr. 2 Concat. Mode:** select the way to concatenate the line description 2.
- **Do not group RiferimentoNumeroLinea:** for group the order line number or not.
- **Validate Sales Document on Posting:** the system performs controls for electronic invoice before posting sales documents.
- **Validate Service Document on Posting:** the system performs controls for electronic invoice before posting service documents.
- **Default Elect. Invoicing Version:** select the electronic invoice version that must be used for ordinary and simplified version.
- **Simplified Amount Limit:** indicate the max valid amount for simplified invoices. The credit notes has no max amount.
- **Transmission Service:** select the transmission service if available. The transmission service via TS digital/Arxeia can be created in the appropriate page using the New TS Digital/Arxeia setup button. See the TS Digital invoice/Arxeia app manual for more information.
- **PA Code:** complete with the company SDI code to export xml file from purchase documents.
- **Company E-I Type:** indicates whether the company is a private (PR) or a public administration (PA). Integration and third party invoices will contain FPR12 or FPA12 based on this setup.
- **Export Payment Methods From Ledger Entries:** if selected the payment method used will be the one on the customer ledger entries and not the one on the document.
- **Include Print in Sales File:** if selected the printout is attached to the xml file.
- **Include Attach. in Sales File:** if selected the attachments are attached to the xml file.
- **Include Print in Purch. File:** if selected the printout is attached to the xml file.
- **Include Attach. in Purch. File:** if selected the attachments are attached to the xml file.
- **Skip Incoming Document Total Validation:** do not control total for incoming documents.
- **Enable Export Period Dates:** if Advanced general ledger app is installed, it is possible to export the competence dates.
- **Enable Extended Text Export:** if selected, the extended texts connected to an item or account line will be exported to the Altri dati gestionali as notes. Extended texts not connected to an item or account type line are in no case exported.
- **Log Cleaner Retention:** complete with the date formula for the log cleaning. For example write -1Y it will be possible to delete the log with a previous date to 1 year before.
- **Use Remaining Amt. for Payment:** Specifies whether the payment amount should be calculated using the remaining amount or the amount including VAT.
- **Incoming EI Grouping:** specify whether or not, during the creation of the purchase invoice, the XML lines should be grouped. The grouping is made when the following values are the same: G/L Account, Gen. Prod. Posting Group and VAT Prod. Posting Group.
- **Min. Confidence Pairing Lvl.:** specify the minimum confidence level required to confirm a match when importing lines from an XML file. You can choose between High or Certain. The High level allows matching even if there are differences between the quantities in the XML file and the recorded quantities. The Certain level requires that the quantities are exactly the same.

- **Enable Line Import:** it is possible to enable or disable the process of importing and creating lines from XML files.
- **Default Exchange Header Operation Occ. Date:** specifies the default date to assign on the “Operation Occurred Date” in the incoming document exchange header creation procedure. It is possible to choose one of the following options:
 - **SDI Receipt Date:** by selecting this option, the Operation Occurred Date on the exchange will be set by using the field mapped as “Operation Occurred Date Field No.” in the Electronic Invoicing Transmission Services table. If no mapping has been set for this data, the exchange creation date will be used as the Operation Occurred Date.
 - **Document Date:** by selecting this option, the Operation Occurred Date will be set with the document date of the imported file.
 - **Work Date:** by selecting this option, the Operation Occurred Date will be set with the work date corresponding to the exchange creation date.

Copilot Features

- **Descr. Search Mode:** with this field, you can specify how Copilot should make the research in Business Central for the suggestions to complete invoice lines imported. Choose one of the following options:
 - **Description Mapping Only:** Copilot searches exclusively within the configured description mapping setups.
 - **Standard:** Copilot searches both within the description mapping setups and across all master data records defined in the system.
 - **In-Depth:** Copilot performs a deeper and more detailed search within the entity lists and description mapping setups to identify the highest possible level of compatibility.
- **Add Sugg. To Descr. Mapping:** specifies whether the invoice line suggestions proposed by Copilot should be added to the description mapping setups, to automate the mapping process for future invoices.
- **Descr. Mapping Sugg. No. Series:** specifies the serial number to use when adding new description mapping setups with Copilot. Use a numerator no longer than 10 characters.

Figure 3 Electronic Invoicing Setup

- **Import Stylesheet:** use this button to upload the XLS file necessary to view the XML file. The system will open a page where the user can select the file.

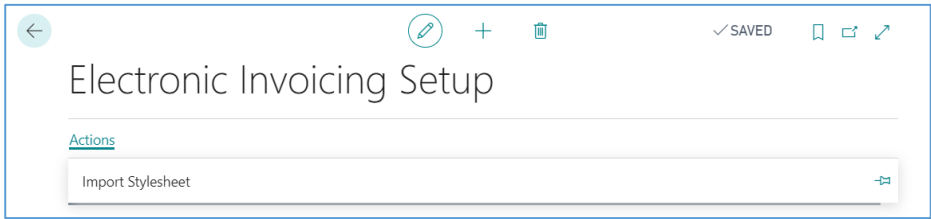


Figure 4 Action to upload the Stylesheet

Automatic import basic setup.
It is possible to automatically complete some basic setup by using Actions – Load Default setup.
It is possible to import the data exchange definition with the specific buttons: “Load Ordinary Data Exchange Definition” and “Load Simplified Data Exchange Definition”.

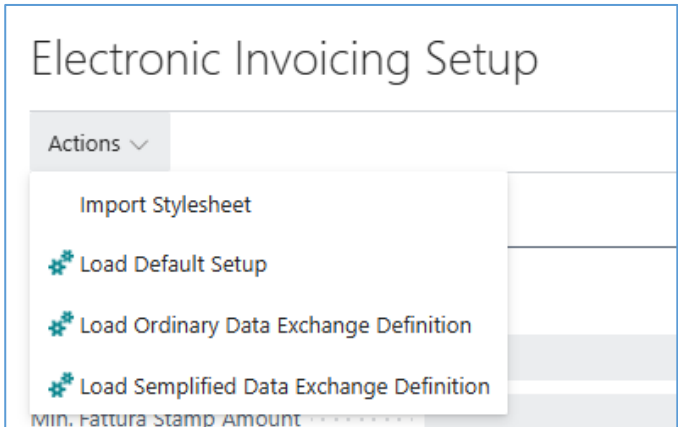


Figure 5 Load default setup

2.3 Electronic Invoicing Versions

From the field **Default Elect. Invoicing Version** is possible to open the related table to insert the version that can be used.
It is necessary to create two lines and associate them with the two option of ordinary invoice field.
The version 1.2 uses the original document types and operation natures. The version 1.2.1 allows to use the new document types and operation natures.
The same process applies to simplified documents.

SELECT - ELECTRONIC INVOICING VERSIONS			
Version Code ↑	Description	Ordinary Invoice	Simplified Invoice
1.5	Specifiche versione 1.5	1.2	1.0
→ 1.6	Specifiche versione 1.6	1.2.1	1.0.1

Figure 6 Versions

2.4 Sales & Receivables Setup

In the Sales & Receivables Setup is necessary to compile the field “Fattura PA Electronic Format” that will be used as Sequential Sending code.
The numerator must be an integer (without letter) and between 1 and 60.466.176. It represents the number of possible combinations to create the Sequential unique file code with 5 characters and base 36. Whichever number you start from, the export procedure of electronic invoicing generates a sequential unique file code with 5 characters.

To avoid problem in the algorithm, there is a control to verify that the numerator is an INTEGER type and the length is less than or equal to 8 characters. If these rules are not respected, an error in the export log will be generated.

Figure 7 Sales & Receivables Setup

2.5 Public Administration Tax Regime

Through the field Company Type in the Company Information page is possible to choose the Tax regime of the company.

The possible values are:

Code	Description
01	Ordinary
02	Minimum taxpayers (Art. 1, section 96-117, Italian Law 244/07)
04	Agriculture and connected activities and fishing (Arts. 34 and 34-bis, Italian Presidential Decree 633/72)
05	Sale of salts and tobaccos (Art. 74, section 1, Italian Presidential Decree 633/72)
06	Match sales (Art. 74, section 1, Italian Presidential Decree 633/72)
07	Publishing (Art. 74, section 1, Italian Presidential Decree 633/72)
08	Management of public telephone services (Art. 74, section 1, Italian Presidential Decree 633/72)

09	Resale of public transport and parking documents (Art. 74, section 1, Italian Presidential Decree 633/72)
10	Entertainment, gaming and other activities referred to by the tariff attached to DPR 640/72 (Art. 74, section 6, Italian Presidential Decree 633/72)
11	Travel and tourism agencies (Art. 74-ter, Italian Presidential Decree 633/72)
12	Farmhouse accommodation/restaurants (Art. 5, section 2, Italian law 413/91)
13	Door-to-door sales (Art. 25-bis, section 6, Italian Presidential Decree 600/73)
14	Resale of used goods, artworks, antiques or collector's items (Art. 36, Italian Decree Law 41/95)
15	Artwork, antiques or collector's items auction agencies (Art. 40-bis, Italian Decree Law 41/95)
16	VAT paid in cash by P.A. (Art. 6, section 5, Italian Presidential Decree 633/72)
17	VAT paid in cash by subjects with business turnover below Euro 200,000 (Art. 7, Italian Decree Law 185/2008)
18	Other
19	Flat rate (Art. 1, section 54-89, Italian Law 190/2014)

During the creation of the XML file, the field will be exported with the prefix **RF**. Since the Company Type field is mandatory in the exported file, is necessary to fill in the table with at least the reference value of the company.

2.6 VAT Transaction Nature

In the VAT Posting Setup page is it possible to find the field Vat Transaction Nature and, through the lookup of the field, it is possible to choose the right code to identify VAT rates equal to zero, or rather the VAT rate that are not among the "taxable" ones used in the invoices whose specific value is linked to a VAT setup. The tag *RiferimentoNormativo* refers to the description of the VAT code used in the of a rate of 0.

It is also possible to add an additional information in the field El Tipo Dato. This text will be exported on the line data tag "Tipo dato".

2.7 Payment Methods

In the Payment Methods page is it possible to select the Fattura Codes through the lookup of the Fattura PA Payment Method field.

PAYMENT METHODS ✓ SAVED

Search + New Edit List Delete Translation Open in Excel More options

Code ↑	Intrastat Payment Method	Direct Debit	Direct Debit Pmt. Terms Code	Pmt. Export Line Definition	Bank Pmt. Type	Fattura PA Payment Method
ASSEGNO		☐				MP02
BANCA		☐				MP05
→ BNKDOMC...		☐				MP05
BNKINTCO...						
CARTA						
CASRURVIG						
CONTO						
INCASSI						
INTERCOM						
MULTIPLI						
PAYPAL						
RIBA						
TRASFBANC		☐				MP05
WORLDPAY		☐				

Code ↑ Description

MP01 Contanti

MP02 Assegno

MP03 Assegno circolare

MP04 Contanti presso Tesoreria

→ MP05 Bonifico

+ New

Select from full list

The payment methods codes, shown in full in the table below, must be written in the Payment Methods table and linked to the Payment Methods Codes used.

<ModalitaPagamento> (Payment Method)	
MP01	cash
MP02	cheque
MP03	banker's draft
MP04	cash at Treasury
MP05	bank transfer
MP06	money order
MP07	pre-compiled bank payment slip
MP08	payment card
MP09	direct debit
MP10	utilities direct debit
MP11	fast direct debit
MP12	collection order
MP13	payment by notice
MP14	tax office quittance
MP15	transfer on special accounting accounts
MP16	order for direct payment from bank account
MP17	order for direct payment from post office account
MP18	bulletin postal account
MP19	SEPA Direct Debit
MP20	SEPA Direct Debit CORE
MP21	SEPA Direct Debit B2B
MP22	Deduction on sums already collected
MP23	PagoPA

During the creation of the XML file, the Fattura PA Payment Method will be exported. The field is mandatory.

2.8 Payment Terms

In the payment terms table is necessary to insert the Fattura payment terms code.

PAYMENT TERMS WORK DATE: 01/04/2020				✓ SAVED			
Search	+ New	Edit List	Delete	Calculation	Translation	More options	
Code ↑		Payment Nos.	Description	Fattura Payment Terms Code			
→ 14 GIORNI	:	1	14 GG data fattura	TP01			
1M(8G)		1	1 mese sconto cassa 2% (8G)	TP01			
21 GIORNI		1	21 GG data fattura	TP01			
30X2		2	Netto 30, 60 giorni	TP01			
30X3FM		3	Netto 30,60,90 giorni F.M.	TP01			
7 GIORNI		1	7 GG data fattura	TP01			
CM		1	Mese corrente	TP01			
PAC		1	Pagamento alla consegna	TP01			

Figure 8 Payment Terms

The possible values are:

- TP01: payment by instalments
- TP02: full payment
- TP03: advance payment

2.9 Stamp

The cases for which virtual stamp duty is required on an invoice are linked to DPR 642/19772 and subsequent amendments which requires the application of a stamp duty (the current amount of which is 2 €) for all invoices for which the sum of the amounts not subject to VAT listed below are greater than € 77.47.

Classification	Regulations
Exempt	Art. 10 DPR 633/72
Not Taxable	• Art. 8 lett c) DPR 633/72 • Art. 72 DPR 633/72
Outside VAT scope	• Artt. 2,3,4,5, 7 DPR 633/72 • Minimum taxpayers

In the VAT Posting Setup is it possible to insert for each setup intersection that needs it a check mark in the Stamp field: for these intersections, if the conditions of the document will fall within the conditions set in the Electronic Invoicing Setup, the DatiBollo section will be created in the file.

VAT POSTING SETUP CARD

NAZIONALE · ZERO

✓ Suggest Accounts | Copy... | More options

Sales

Sales VAT Account 5610 Sales Prepayments A... · 5360

Purchases >

Posting >

Esterometro >

VAT Exemption Declaration >

Electronic Invoicing

Stamp Duty ☐ VAT Transaction Nature · N4

Figure 9 VAT Registration Setup

In the case of Public Administration invoices, the stamp duty is payable by the supplier. Therefore, it is entered and calculated only in the DatiBollo section, but not counted in the total of the document.

If, for a private, the stamp is re-debited to the customer, a specific line with type SpeseAccessorie must be added in the invoice and therefore the line amount will be counted in the total document amount.

During the creation of the XML file, if the conditions are satisfied (posting group and amount), will the section DatiBollo be automatically created.

In the Sales and Services Invoice/Credit Memo tables there is the field Fattura Stamp: the field will be valued during the xml file creation process if the Stamp is calculated.

2.10 Reason Codes

For each reason code is possible to link a default document type with the field Default Elect. Inv. Document Type Code.

When a reason code is selected on a document the linked document type is reported on the document but is still possible to change it manually.

REASON CODES | WORK DATE: 01/04/2020

✓ SAVED







 Search

 New

 Edit List

 Delete





Code ↑	Description	Default Elec. Inv. Document Type Code
→ ACCONTO	:	TD02
CESP		TD26
FATTDIFF		TD24
FATTIMM		TD01
NOTA		TD04

Figure 10 Reason Codes

2.11 Transmission Services

It is possible to use a specific transmission service.

Create the setup in Elect. Inv. Transmission Services.

If TS digital invoice/Arxeia app is installed is possible to create the setup with the button Actions – New Document – New TS Digital setup/Arxeia.

ELECT. INV. TRANSMISSION SERVICES | WORK DATE: 07/08/2020

✓ SAVED

Search

+ New

Edit List

Delete

Actions

Fewer options

Code ↑	Description	Send Codeunit	Document Id Field No.	Operation Occurred Date Field No.
→ TSDIGITAL	TS Digital Invoice	18041838	18041830	18041831

ELECT. INV. TRANSMISSION SERVICES WORK DATE: 07/08/2020						
Search + New Edit List Delete Actions Fewer options						
New Document New TS Digital Setup						
TS Digital Invoice		1804183				

3 CARDS SETUP

3.1 Customer Card

The Customer Card must be compiled in the personal and fiscal information. The system will export the field Name (and Name2) in the tag Denominazione. In the case of Individual Person, the fields Individual person, First Name and Second Name must be filled in and they will be exported in the tag Denominazione.

The fields Fiscal Code, VAT Registration Number and the fields regarding the Address must be compiled.

Below are the fields to be filled for the electronic invoicing:

Customer E-I Type: choose if PR or PA – **Mandatory**

Electronic Invoicing Version: for the specific customer it is possible to select an electronic invoice version different from the one selected in the electronic invoice setup.

Electronic Invoicing	
Customer E-I Type	PR ▼
Electronic Invoicing Versi...	1.5 ▼

Figure 11 Customer E-I Type and version

PA Code: to fill in with the PR or PA code depending on the value selected in the field Customer E-I Type. **PA Code:** indicates the office code (IPA index) that the public authorities have (6-character identification code) – the field is std Business Central – **Mandatory as an alternative of PR Code.** **PR Code:** indicates the code that the SDI attributes to subjects with an accredited receiving channel (7-character code). If the customer does not have an accredited receiving channel and receive the invoices through PEC, the field must be filled in with 0000000 or XXXXXXX for foreign customers - **Mandatory as an alternative of PA Code.**

Individual	
Individual Person	☒
Resident	Non-Resident ▼
First Name	
Last Name	
Date of Birth	
Place of Birth	
Fiscal Code	
PA Code	0000000
PEC E-Mail Address ..	

Figure 12 PA/PR Code

PEC E-Mail Address: Certified E-mail address to which the invoice is sent.

Stable Organization: the data regarding the stable organization must be compiled if the customer is a PR and not resident. The data will be exported in the XML file.

Tax Representative: in the case of PR customer that has a tax representative (not resident customer), is necessary to choose the Tax Representative Code. Both Customer and Contact type will be considered as Tax Representative Type. The data of these card will be exported in the XML file.

CUSTOMER CARD

10000 · Adatum Corporation

New Document Request Approval Navigate Customer Actions Navigate Report Fewer opt

General Show more

No.	10000 ...	Blocked	
Name	Adatum Corporation	Total Sales	22.416,20
Balance (LCY)	18.778,16	Costs (LCY)	2.568,70
Balance Due (LCY) ...	17.848,40	Tax Representative... ·	Customer ▼
Credit Limit (LCY) ...	0,00	Tax Representative... ·	10000 ▼
Exposure (LCY)	0,00		

Figure 13 Tax Representative

For customer association is possible to write the association number in the fiscal code and select the field Association to disable control on individual person.

Electronic Invoicing

Customer E-I Type	PR ▼	Our Account No.	
Electronic Invoicing Version	▼	Association	☒

For private foreign customer complete the card with: flag individual person, name and surname, PA Code (XXXXXXX). The system automatically completes the fiscal data.

With regard to bank details, there are three possibilities:

- Use the **Bank Payments for Italy** app and then use the field credit bank account.
- Use the **Company Bank Account Code** field on documents indicating the company bank.
- Use the **Bank Account** field to indicate the customer's current bank account.

The **Country Fiscal Code** field can be used to indicate a country in the VAT ID section, different from the one indicated in the address field.

Electronic Invoicing

Customer E-I Type	PR ▼	Association	☐
Electronic Invoicing Version	▼	Country Fiscal Code	FR ▼
Our Account No.			

If a customer has multiple Ship-to Addresses, it is possible to set a specific "Customer E-I Type" and "ES Code" for each address.

Ship-to Address

+

01121212 Spotsmeyer's Furnishings 01 Spotsmeyer's Furnishings

Commissions

More options

General

Code 01

Name Spotsmeyer's Furnishings

GLN

Address 612 South Sunset Drive

Address 2

City Miami ...

Stato FL

Post Code US-FL 37125 ...

Country/Region Code US

Contact Mr. Mike Nash

Location Code

Service Zone Code

Show on Map

Electronic Invoicing

Customer E-I Type PA

ES Code XXXXXX

3.2 Vendor Card

The field Driving Licence has been added in the Vendor Card and it is used to export data regarding the shipping. The field must be compiled only for shipping agents: whatever in the document a shipping agent is selected, the system will export the data regarding the linked vendor.

Electronic Invoicing

Driving License 12345

Figure 14 Vendor Card

The **Country Fiscal Code** field can be used to indicate a country in the VAT ID section, different from the one indicated in the address field. For example, indicate OO for vendors in Livigno and Campione d'Italia.

The **"Incoming EI Grouping"** field specifies whether the XML lines should be grouped during the creation of the purchase invoice or not. The grouping is made when the following values are the same: G/L account, Gen. Prod. Posting Group and VAT Prod. Posting Group. A default value can be set from the Electronic Invoicing Setup.

Indicate the **"Min. Confidence Pairing Lvl."** to specify the minimum confidence level required to confirm a match when importing lines from an XML file. You can choose between High or Certain. The High level allows matching even if there are differences between the quantities in the XML file and the recorded quantities. The Certain level requires the quantities to be exactly the same. A default value can be set from the Electronic Invoicing Setup.

The **"Enable Import Line"** field allows to manage the imports and the creation of the lines by choosing between: Yes, No, or Default. If Default is selected, the option defined in the Electronic Invoicing Setup will be used.

Electronic Invoicing			
Driving License		Authority County	
Electronic Invoicing Version		REA No.	
Liquidation Status		Company Type	
		Country Fiscal Code	
		Incoming EI Grouping	Default
		Min. Confidence Pairing Lvl.	
		Enable Import Line	Default

3.3 Item Card

To simplify the identification of the line exported in the XML file for the customer that receive the invoice, is possible to defined which data of the Item (but also G/L Account, Fixed Assets, Resources and Item Charges) export.

From the Item Card is it possible to export the follow value:

- **GTIN:** is it possible find the field in the Item Card, the value written in this field will be exported
- **CROSS REFERENCE:** is possible to find the field in the Cross-reference table
- **BARCODE:** is possible to find the field in the Cross-reference table
- **TARIFF NO.:** the field is in the item card. The field is automatically filled in on the invoice lines when the item is insert. During the export the system takes the value in the invoice line.
- **SERVICE TARIFF NO.:** the functionality it's similar to tariff no. (the app Intrastat Declaration for Italy must be installed).
- **VARIANT:** field of the table variant linked to the item card. The value is automatically filled in on the invoice lines and exported in the electronic invoice.
- **No.:** the item no. is exported.

There is a specific setup to select which information must be exported.

3.4 GL Account, Fixed Asset, Resource, Item Charge cards

It is possible to set up additional information that must be exported also for GL Accounts, Fixed Assets, Resources and Item Charges.

There is a new table, similar to cross- reference, where is possible to add the information.

Open the card from Actions- Line Type Setup. → GL Account Cross Reference.

It is possible to create a cross reference for Customer, Vendor and Bar Code.

2110 · Articoli dest. alla rivendita

Process	Account	Balance	Actions	Report	Fewer options
⚡ Functions ▾ Line Type Setup ▾					
↔ GL Account Cross Reference					
No.					B.
Name	Articoli dest. alla rivendita				R.
Income/Balance	Balance Sheet				A.

LINE TYPE CROSS REFERENCE | WORK DATE: 01/04/2019

🔍 Search

+ New

📋 Edit List

🗑 Delete

📄 Open in Excel

Cross-Reference Type	Cross-Reference Type No.	Cross-Reference No. ↑	Description
→			
Customer			
Vendor			
Bar Code			

Figure 15 Cross Reference GL Account

For these cards is possible to export the following information:

- **CROSS REFERENCE:** complete the Line Type Cross-reference.
- **BARCODE:** complete the Line Type Cross-reference.
- **TARIFF NO.:** the field is automatically filled in on the invoice lines when the item is insert. During the export the system takes the value from the invoice line. (the app Intrastat Declaration for Italy must be installed).
- **SERVICE TARIFF NO.:** the functionality it's similar to tariff no. (the app Intrastat Declaration for Italy must be installed).

3.5 Line Type Setup

For each document line type of invoices or credit memos, it is possible to create a setup that defines the information that will be exported/imported.

For each type (item, G/L account, etc.) it is possible to select different information to export.

The **Line Type Setup** must be filled as follows:

SALE/SERVICE

In these cases, the setup is used to export additional information of the XML file generated.

- Type: Sale – Service.
- Company Type: customer. Leave the field blank to apply the setup to all the customers who do not have a specific setup.
- Company No.: the field is related to the customer table, and it is used, if necessary, to create a specific setup for a single customer. Leave the field blank if you want to apply the setup to all the customers who do not have a specific setup.
- Line type: select the document line type, it is possible to choose between: G/L Account, Item, Resource, Fixed Asset or Charge (Item).
- Sorting: the information will be exported following this indication.
- Type code: complete with the name of the value. Each customer could request a different indication.
- Value Code: select the type of value that must be exported.

In this setup, the "Type code" can be entered by the user as they prefer and based on the agreements with the customer.

The value code can only take these available values:

- **Item -GTIN:** the system exports the value GTIN of the item.
- **Cross Reference:** the system uses the cross-reference table information for item and Line type cross reference for the other. The table is filtered with the customer.
- **Barcode:** the system uses the cross-reference table information for item and Line type cross reference for the other. The table is filtered with the Barcode.
- **Tariff and service tariff:** the system uses the value in the field Tariff No. and Service Tariff no. in the document line. (the app Intrastat Declaration for Italy must be installed).
- **Variant:** the system uses the value in the field Variant in the document line.
- **Item-code:** the system uses the value in the field No. in the document line for Item.

PURCHASE

In these cases, the setup is used to transcode the information that the vendors enters into the XML file that they send to the company.

- Type: Purchase.
- Company Type: vendor. Leave the field blank to apply the setup to all the vendors who do not have a specific setup.
- Company No.: the field is related to the vendor table and it is used, if necessary, to create a specific setup for a single vendor. Leave the field blank if you want to apply the setup to all the vendors who do not have a specific setup.
- Line type: select the document line type, it is possible to choose between: G/L Account, Item, Resource, Fixed Asset or Charge (Item).
- Sorting: the information will be exported following this indication.
- Type code: complete with the name of the value. Each customer could request a different indication.
- Value Code: select the type of value that must be exported.

In this setup, the "Type code" can be entered by the user as he prefers and based on the agreements with the customer.

The value code can only take these available values:

- **Item -GTIN:** the system exports the value GTIN of the item.
- **Cross Reference:** the system uses the cross-reference table information for item and Line type cross reference for the other. The table is filtered with the customer.
- **Barcode:** the system uses the cross-reference table information for item and Line type cross reference for the other. The table is filtered with the Barcode.
- **Tariff and service tariff:** the system uses the value in the field Tariff No. and Service Tariff no. in the document line. (the app Intrastat Declaration for Italy must be installed).
- **Item-code:** the system uses the value in the field No. in the document line for Item.

LINE TYPE SETUP WORK DATE: 01/04/2019						✓ SAVED	🔖	📄	↗
🔍 Search	+ New	📋 Edit List	🗑 Delete	📊 Open in Excel					🔍
Type ↑		Company type ↑	Company no. ↑	Line Type ↑	Sorting ↑	Type Code	Value Code		
Sale		Customer	10000	Item	1	GTIN	Item-GTIN		
Sale		Customer	20000	Item	1	CROSS	Cross Reference		
→ Sale	:	Customer	30000	G/L Account	1	TARIFF	Service Tariff		

3.6 Description Mapping Setup

For each vendor, it is possible to define a setup for the transcode of the information found in the imported documents by setting the "Description Mapping Setup Table" as follow:

- **Vendor No.:** enter the vendor code to connect with the description of the line.
- **Code:** enter a code to connect with the line.
- **Description:** enter the description that the vendor indicates in the XML file, that will be linked to a specific G/L account/item/fixed asset/allocation account/resource/charge (item) for transcoding the lines during the document import process.
- **Search Mode:** the options are **Similar** or **Identical**. The identical search mode means that the description must match exactly as written in the vendor's XML file. The Similar search mode means that the description in the XML file does not need to exactly match the setup. The following searches are performed:
 - Special characters: special characters in the XML data that could change the search are removed and replaced with a "?". These characters include:
 - !
 - @
 - #
 - \$
 - %
 - ^
 - &
 - *
 - (
 -)
 - =
 - <
 - >
 - +
 - -
 - ,
 - .
 - :

▪ ;
▪ "
▪ '
▪ |

- Spaces between characters: any double space between words and all the spaces at the beginning or at the end of the strings in the XML data, are removed.
- Asterisk between words: an asterisk is inserted between the words in the XML description. For example, if the XML data is " Shipping Costs", the search in the Setup Mapping Description becomes *Shipping*Costs*.
- @ character: it is added the "@" symbol to take off the Capital and the Small letters.
- **Type:** specify the type of line to create: G/L account, item, fixed asset, allocation account, resource, charge (item).
- **No.:** enter the code of the G/L account/item/fixed asset/allocation account/resource/charge (item) to be used.
- **Variant Code:** optionally enter the variant code to be used.
- **Gen. Prod. Posting Group:** specify the Gen. Prod. Posting Group to be used for the line.
- **VAT Prod. Posting Group:** specify the VAT Prod. Posting Group to be used for the line.

Description Mapping Setup

✓ Saved

Vendor No. ↑	Code ↑	Description	Search Mode	Type	No.	Variant Code	Gen. Prod. Posting Group	VAT Prod. Posting Group
→ 20000	004		Identical					
F00040	001	Scrivania ATENE	Identical	Item	1896-S		DETTAGLIO	STANDARD
F00040	002	Sedia ospiti - NERA	Similar	Item	1900-S		DETTAGLIO	STANDARD
F00040	003	Sedia ospiti - NERA	Similar	Item	1900-S		DETTAGLIO	STANDARD

Here there are some examples of transcoding between the "Description Mapping Setup" and the imported XML file:

The "-" symbol represents a space between the characters.

Case 1:

Description entered in the "Description Mapping Setup" table: **G<L000000(02)**

Description found in the imported XML file: **-G<-L-0-0--0-0-0--0-(0--2)--**

Step 1:

Special characters are substitute with '?'.
Search string: -G?-L-0-0--0-0-0--0-?0--2?--

Search type: identical.

Matching result: not found.

Step 2:

Double spaces are substitute with a single space. The spaces at the beginning and at the end of the string are also removed.
Search string: G?-L-0-0-0-0-0-0-?0-2?

Search type: similar.

Matching result: not found.

Step 3:

The "*" character is added at the beginning and end of the string, and it is used as substitute of every space in the string.

Search string: *G?*L*0*0*0*0*0*?0*2?*

Search type: similar.

Matching result: found.

Case 2:

Description entered in the "Description Mapping Setup" table: **Spese-spedizione.**

Description found in the imported XML file: **Spese-Sped—izione.**

Step 1:

Search type: identical.

Matching result: not found.

Step 2:

Double spaces are substitute with a single space.

Search type: similar.

Search string: Spese-Sped-izione.

Matching result: not found.

Step 3:

The "*" character is added at the beginning and end of the string, and it substitute every space in the string.

Search type: similar.

Search string: SpeseSpedizione*.

Matching result: not found.

Step 4:

The "@" character is added at the beginning of the string to ignore the difference between the capital and the small letters.

Search type: similar.

Search string: @SpeseSpedizione.

Matching result: found.

4 SALES DOCUMENT PROCESS

Below there are the information about the document data exported in the XML file.

4.1 Sales order, sales return order

On sales order is possible to choose the document type manually or through the reason code.

Electronic Invoicing				
Fattura Stamp	☐	Document Type Code	TD02	...
Shipping Invoice	☐	Total Vehicle Path		
Reason Code	ACCONTO	Vehicle Transport Date		

Figure 16 Sales order data

If the invoice is directly posting from sales order, then the chosen document type will be copied on posted sales invoice.

On sales return order the only selectable document type is TD04.

4.2 Sales invoice – Credit memo – Header

On the sales invoice/credit memo some information could be added.
These data will be copied on the posted document.
Some fields are editable also on posted documents.

4.2.1 Invoice Project Code (CUP unique project code) and Fattura Tender Code (CIG tender identification code)

This information could be reported from sales order or could be completed in the invoice.
These data are necessary only for public administration document and cannot be changed on posted document.

Invoice Details		Show more	
Currency Code		Department Code	
Shipment Date	17/04/2020	Customergroup Code	
3rd Party Loader Type		Direct Debit Mandate ID	
3rd Party Loader No.		Fattura Project Code	
VAT Bus. Posting Group	NAZIONALE	Fattura Tender Code	
Payment Terms Code	14 GIORNI	Fattura Stamp	☐
Bank Account		Fattura Stamp Amount	0,00
Cumulative Bank Receipts	☐	Customer Purchase Order No. ...	
EU 3-Party Trade	☐		
Payment Service	No payment service is made available.		

Figure 17 Sales invoice

4.2.2 Electronic Invoicing tab

In the Electronic Invoicing tab is possible to add some information.

Document Type: select the document type that will be exported on electronic invoice. The value can be selected manually or through the reason code. The possible values are:

ELECT. INV. DOCUMENT TYPES		
Code ↑	Description	Sal
→ TD01	fattura	
TD02	acconto/anticipo su fattura	
TD03	acconto/anticipo su parcella	
TD05	nota di debito	
TD06	parcella	
TD24	fattura differita di cui all'art. 21, comma 4, lett. a)	
TD25	fattura differita di cui all'art. 21, comma 4, terzo period...	
TD26	cessione di beni ammortizzabili e per passaggi interni(...	
TD27	fattura per autoconsumo o per cessioni gratuite senza...	

Figure 18 Document Type

With this field it possible to select a specific document type. If this field is blank the document type is assigned with the following rules:

- TD01: Invoice for the invoices.
- TD02: Invoice Advance, for the invoice with prepayment invoice flag.
- TD04: Credit Note, for credit memo.

Vehicle transport Date: indicate the date of first registration in the public registers of the vehicle (according to the ISO 8601: 2004 format). This field must be completed with the field Total vehicle path.

Total vehicle path: indicate the total number of kilometers travelled by the vehicle. In it possible to indicate the unit of measure.

Electronic Invoicing	
Fattura Stamp	☐
Shipping Invoice	☐
Document Tipology	
Total Vehicle Path	
Vehicle Transport Date	

Figure 19 Electronic Invoicing Tab

4.3 Sales invoice – Credit memo – Lines

4.3.1 Assignment Service

For each line is possible to complete the Assignment Service field with the following options:

- SC: Discount
- PR: Bonus
- AB: Reduction
- AC: Charge

The user could select a value if necessary.

The export automatically assigns the value AC-Charge for the Item charge lines.

Type	VAT Prod. Posting Group	Description	Locat... Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Incl... in VAT Tran... Rep.	Assignment Service
→ Item	STANDARD	Tavolo conf. ANTWERP		4	PZ	651,10	☐	
Item	STANDARD	Sedia ospiti BERLINO, gialla		23	PZ	193,70	☐	Discount
							☐	Bonus
							☐	Reduction
							☐	Charge

Figure 20 Assignment Service

4.3.2 Line type and number

For the lines with field Type completed (not blank) the system exports the data of the fields description and description 2.

If a valid line type setup exists, the system exports in the XML section <CodiceArticolo>:

- Type Code in the XML section <CodiceTipo>;
- Value Code in the XML section <CodiceValore> (ex. Barcode, cross reference, etc.).

The XML section <CodiceArticolo> will be repeated for each existing valid line type setup.

4.3.3 Administrative Reference

For each line is possible to write a specific Administrative Reference.

Lines	Manage	Line	Electronic Invoicing	Fewer options			
Type	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Incl... in VAT Tran... Rep.	Assignment Service	Administrative Reference
→ Item					☐		

4.3.4 Competence starting and ending date

If the app Advanced General Ledger is installed, is possible to use the fields competence starting and ending date and they will be exported in the appropriate xml section.

4.4 Discount management

The system exports the value of the field Line discount %.

For discount with 3 decimals, it is necessary to create a new XML line with the amount of the discount.

In this case the first line will be the gross amount (without discount) and the second line the discount amount with tag TipoCessione = SC.

4.5 Additional Documents

It is possible to specify other information related to the following documents: Purchase Order, Contract Data, Convention Data, Receiving Data.

Each customer could request this additional information:

- **Purchase order:** information about the customer order.

- **Contract:** information about contract entered with the customer.
- **Convention:** information about convention.
- **Receiving:** information about the customer receive.

For each additional document these fields are available:

IdDocumento: number of purchase order, contract, convention, receiving. This field is Mandatory.

Date: date of the additional document.

NumItem: identify a single line in the additional document.

CodiceCommessaConvenzione: convention code.

Figure 21 Additional Document

The additional documents could be inserted in the header, for the whole document, or on the line for each line.

Figure 22 Line Additional Documents

The information insert in the document are transferred to the posted document and can be changed. This information is not mandatory.

There is a control on the field document ID that cannot be blank.

Figure 23 IdDocumento error message

The error is showed whether the field is empty or deleted.
During the export the system:

- Exports all the header and lines data.
- If there are no purchase order data in the lines, the system searches the sales order linked to the invoice and exports the field Your reference for the purchase order IdDocumento.

4.6 Header Comments

If the field Export header comment is set in the electronic invoice setup, then the header comments will be exported in the section "Causale".

Figure 24 Header comment

4.7 Lines comments

If the field Export line comment is set in the electronic invoice setup, then the lines comments will be exported in the section <AltriDatiGestionali> and the section <TipoDato> will be completed with the text "NOTE".

4.8 Customer comments

If the field Export customer comment is set in the electronic invoice setup, then the customer card comments will be exported in the section "Causale".

4.9 Linked Document

If is necessary to export a document that is linked with another document previously exported, the page Linked documents must be filled in.

In the same way, also for additional document is possible to indicate a linked document for the invoice header, therefore a linked document that is valid for all the lines, or indicate it for each line.

The linked document must be filled in for invoice and credit memo that are linked to prepayment invoices.

Exporting the file, the process will export the data indicated, otherwise, for credit memos, will try to find data regarding the related invoice.

In the case of credit memos with no data indicated in the table linked document, the process will check if the fields Invoice Ref. No. and Invoice Ref. Line No. are fill in and it will export them automatically. (if the Intrastat Declaration for Italy is installed)

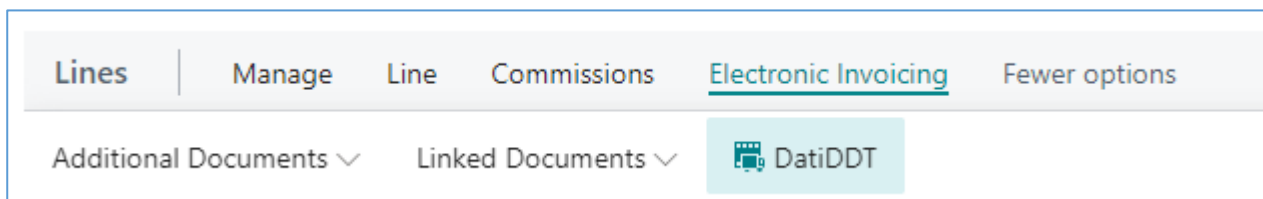
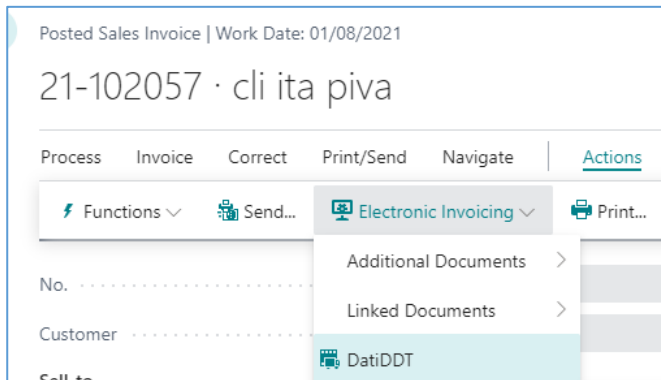
4.10 Shipment documents Data

In the case of Deferred Invoices (therefore in BC exists one or more Posted Shipments in the invoices) the process will export the data regarding the shipment in the tag DatiDDT.

The system uses the field selected in the setup if it has been indicated.

Alternatively, it is possible to manually indicated the data for DatiDDT with the specific button on header or line. Will be exported data regarding:

- Shipment No.
- Shipment Date
- Shipment Ref Line No.



4.11 Posted Invoice and Credit Memo

On the posted invoice and credit memo it is possible to fill in or modify data regarding Linked Documents and Additional Documents.

The export process will compile the filed **Dispatch No. and Transmission Date Time** on the Electronic Invoice Log page with the dispatch number of the XML file sent to SDI and the related Date and time of the transmission.

4.12 Currency Documents

In the case of Currency Documents, the value will be exported in EURO and the currency code exported will be EUR. In the tag Causale will be exported the Base amount, VAT amount and Total amount in the currency of the document.

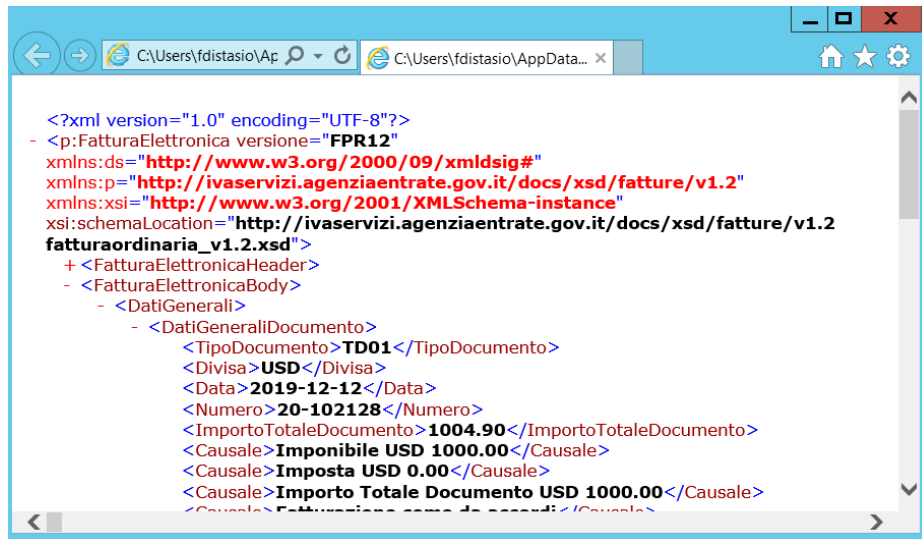


Figure 25 Amounts in currencies

In the tag `AltriDatiGestionali` will be exported the VAT base amount in the document currency.



Figure 26 AltriDati Gestionali: Vat base amount in currency

4.13 Management of Fixed Notes

To manage the necessity of export in all the document a fixed note, a functionality that use the Standard text and the Extended text is made available. All the fixed notes will be exported in the tag `Causale`, since there are no other fields for notes.

To use this functionality, is necessary to fill in the related field in the Electronic invoicing setup with the Standard text wanted. In the tag `Causale` the Extended text of the Standard text selected will be exported.

Extended Text List				
Search New Manage Open in Excel				
Description	Language Code ↑	All Language Codes ↑	Starting Date ↑	Ending Date ↑
Fattura	:			
Nota credito				

Figure 27 Extended Text List

Using the Extended text is possible to create more text to be exported and they will be filtered with the same rules used for their inclusion in the provisional document. The filters are related to the language, the date of validity (filtered by Document Date) and the Document Type.

- **Document Type:** for each extended text is possible to select the document where it will be used. To export the extended text in a posted sales invoice, the field Sales Invoice must be selected. For Posted Credit Memo, the field Sales Credit Memo must be selected. The same for service documents.

Sales			
Sales Quote	☒	Sales Credit Memo	☒
Sales Blanket Order	☒	Reminder	☒
Sales Order	☒	Finance Charge Memo ..	☒
Sales Invoice	☒	Prepm. Sales Invoice ...	☒
Sales Return Order	☒	Prepm. Sales Credit ...	☒

Figure 28 Document Type selection

- **Language Management:** if the document (ex. Invoice) has a language code (ex. ITA), the system will filter the existing text with the Document type Invoice and the Language code ITA. In case of no code existing with these filters, the extended text with Document Type Invoice and Language Code All will be filtered.
- **Validity Date Management:** the process will filter the extended text also by the Starting and Ending date, comparing them with the document date.

In the tag Causale will be exported the Description of the extended text and all its lines.

4.14 Other Mgt. Data

The xml section "AltriDatiGestionali" could be completed automatically or manually.

The automatism are:

- Vat exemption (see paragraph 4.15.1).
- Data about VAT (see paragraph 2.6).
- Comments (see paragraph 4.7).
- Free of charge: using the Free of charge Alterna app the information is indicated.
- Currency: (see paragraph 4.12).

It is also possible to manually fill in the information that are inserted in this section.
Use the button Other Mgt. data on the temporary or posted document.

Lines	Manage	Line	Commissions	Electronic Invoicing	Fewer options
Additional Documents ▾		Linked Documents ▾		Other Mgt. Data	
→ Item	:	1896-S	STANDARD	Scrivania.ATENE	DETTAGLIO

4.15 Other exported information

Below will be detailed how to export other information:

4.15.1 Customers with Letter of Intent

Electronic invoice version 1.6:

If the customer has a valid letter of intent, in the tag <Causale>, after comments, data regarding the letter of intent will be exported. (if Vat Exemption Declaration for Italy app is installed)

Electronic invoice version 1.7:

Vat Exemption Declaration for Italy app must be installed.

In the vat posting setup complete the field El TipoDato with "INTENTO" for those lines with Check customer plafond activated.

The documents with a VAT exemption declaration the system export the vat exemption data in the section AltriDATiGestionali with:

- TipoDato: INTENTO
- RiferimentoTesto: the vat exemption receipt no.
- RiferimentoData: the vat exemption receipt date

```
- <AltriDatiGestionali>
  <TipoDato>INTENTO</TipoDato>
  <RiferimentoTesto>08060120341234567-000001</RiferimentoTesto>
  <RiferimentoData>2021-01-01</RiferimentoData>
</AltriDatiGestionali>
```

Even when Letters of Intent are managed according to the standard procedure and associated with a specific customer card, the related data is still exported into the XML file.

Starting from the customer card, it is necessary to set the "VAT Exemption" table by entering the "VAT Exemption No." and the "Consecutive VAT Exemption No." fields. This information will be automatically included in the XML file.

VAT Exemptions								✓ Saved	✕
🔍 + New Edit List Delete Export Decl. of Intent									
VAT Exempt. Starting Date ?	VAT Exempt. Ending Date ?	VAT Exempt. No. ?	Consecutive VAT Exempt. No.	VAT Exempt. Date	VAT Exempt. Int. Registry No.	VAT Exempt. Int. Registry Date	VAT Exempt. Office	Declared Operations Up To Amt.	
→ 01/01/2025	:	31/12/2025	EI	0001	01/06/2025				1,000,000,00

To ensure the correct export of the data into the XML file, it is also necessary to set the "El Tipo Dato" field with "Intento" for the VAT Posting Setup.

VAT Posting Setup													
🔍 📄 + New Edit List Delete Edit View Suggest Accounts Copy... Related ▾ Fewer options													
VAT Bus. Posting Group ↑	VAT Prod. Posting Group ↑	Description	Bloc...	VAT Identifier	VAT %	Include in Electronic VAT Settlement	Incl... in VAT Tran...	Deductible %	VAT Calculation Type	Sales VAT Acco...	Purc... VAT Acco...	El Tipo Dato ▼	
→ NAZIONALE	IVA20		☐	IVA20	22	☒	☐	100	Normal VAT	5610	5630	INTENTO	
NAZIONALE	STANDARD		☐	STANDARD	22	☒	☐	100	Normal VAT	5610	5630	INTENTO	

4.15.2 Post Code Foreign Customers

For Foreign Customers will be exported the value '00000' as Post Code.

For Foreign Customers and accompanying invoices, shipping address (return address) data will be exported: also in these cases, for foreign customers will be exported 5 zero as Post Code.

4.15.3 Foreign Customers VAT Registration No.

If the Customer is an Extra-UE Customer that has not a VAT Registration No., the value '99999999999' (11 times nine) will be exported.

4.15.4 Stamp Applied

In the export phase will be updated the flag Fattura Stamp if the Stamp was applied to the document. The flag is visible on the posted sales invoice list.

4.16 Attachments

The export process will create the PDF file of the document, naming it with the document number, and will include it in the XML file.

Through the Create Electronic Document Batch is it possible, before the export, to choose if include the attachment or not through the flag Include Attachment.

GENERATE ELECTRONIC INVOICE

Options

ReGenerate

Download File

Include Attachment

Filter: Customer

× No.

+ Filter...

Filter totals by:

+ Filter...

Filter: Sales Invoice Header

Schedule...

OK

Cancel

Figure 29 Create Electronic Document Batch

4.17 Simplified invoices and credit memos

Simplified invoices and credit memos can be created by choosing the appropriate document type. On invoices it is possible to select TD07 semplificata or TD09 nota debito semplificata.

ELECT. INV. DOCUMENT TYPES						
Code ↑	Description	Sales ▼	Purchase	Credit Memo ▼	Simplified	
→ TD01	fattura	☒	☐	☐	☐	☐
TD02	acconto/anticipo su fattura	☒	☐	☐	☐	☐
TD03	acconto/anticipo su parcella	☒	☐	☐	☐	☐
TD05	nota di debito	☒	☐	☐	☐	☐
TD06	parcella	☒	☒	☐	☐	☐
TD07	semplificata	☒	☐	☐	☒	☒
TD09	nota debito semplificata	☒	☐	☐	☐	☒

Figure 30 Simplified invoices

The export procedure verifies the document type selected and creates a simplified invoice. The total amount including VAT of simplified invoices cannot be greater than that entered in the electronic invoice setup.

For the credit memos the simplified document type is TD08 nota credito semplificata.

ELECT. INV. DOCUMENT TYPES						
Code ↑	Description	Sales ▼	Purchase	Credit Memo ▼	Simplified	
→ TD04	nota di credito	☒	☐	☒	☐	☐
TD08	nota credito semplificata	☒	☐	☒	☐	☒

Figure 31 Simplified credit memos

The simplified credit memos have no amount limit.

The adjusted invoice information can be completed on Actions – Electronic Invoicing – Adjusted Invoice.

SALES CREDIT MEMO | WORK DATE: 01/04/2020

1004 · Adatum Corporation

Release

Posting

Prepare

Credit Memo

Request Approval

Navigate

Actions

Navigate

Fewer options

Credit Memo

Functions

Request Approval

Posting

VAT Exemption Declaration

Electronic Invoicing

Additional Documents

Linked Documents

Adjusted Invoice

Adjusted Invoices

Billing

BILL-T0

Figure 32 Simplified credit memos: adjusted invoice

A window will be open where it is possible to insert date, number, and adjusted elements.

Adjustment Invoice

DataFR

NumeroFR

ElementiRettificati

Figure 33 Simplified credit memos: adjusted invoice

The full VAT credit memos can be exported only in simplified version.

5 SERVICE DOCUMENT PROCESS

Below will be illustrated the documents and data to be filled in with reference of which will be exported in the XML file.

5.1 Service Sales Invoice – Service Credit Memo – Header Data

After creating a Service Invoice/Credit Memo is necessary to add some information. The data added will be reported in the Posted Services invoice/Credit Memo but it will still be possible to add/modify some of them.

5.1.1 Fattura Project Code and Fattura Tender Code

These data are available on the Fatturazione Tab. They are not mandatory.

Process	Posting	Invoice	More options
Name	Cond. pg. clte 30,60,90 giorni	Currency Code	
Address	Viale Marelli, 72	Bank Account	
Address 2		Cumulative Bank R...	☐
Post Code	20100	Prices Including VAT	☐
City	Milano	Fattura Project Code	
Country/Region	IT	Fattura Tender Code	
Contact		Fattura Stamp	☐
Reparto Codice		Fattura Stamp Am...	0,00
Progetto Codice		Customer Purchas...	
Payment Terms Co...	306090		

Figure 34 Service Invoice

5.1.2 Electronic Invoicing

In the tab **Electronic Invoicing** is possible to add some information.

Document Type: select the document type that will be exported on electronic invoice. The value can be selected manually or through the reason code. The possible values are:

ELECT. INV. DOCUMENT TYPES		
Code ↑	Description	Sa
→ TD01	fattura	
TD02	acconto/anticipo su fattura	
TD03	acconto/anticipo su parcella	
TD05	nota di debito	
TD06	parcella	
TD24	fattura differita di cui all'art. 21, comma 4, lett. a)	
TD25	fattura differita di cui all'art. 21, comma 4, terzo period...	
TD26	cessione di beni ammortizzabili e per passaggi interni(...	
TD27	fattura per autoconsumo o per cessioni gratuite senza...	

Figure 35 Document Type

If this field is blank the document type is assigned with the following rules:

- TD01: Invoice for the invoices.
- TD04: Credit Note, for credit memo.

Vehicle transport Date: indicate the date of first registration in the public registers of the vehicle (according to the ISO 8601: 2004 format). This field must be completed with the field Total vehicle path.

Total vehicle path: indicate the total number of kilometers travelled by the vehicle. In it possible to indicate the unit of measure.

Electronic Invoicing

Fattura Stamp	☐	Total Vehicle Path	
Document Tipology		Vehicle Transport ...	

Figure 36 Tab Electronic Invoicing

5.2 Sales invoice – Credit memo – Lines

5.2.1 Assignment Service

For each line is possible to complete this field with the following options:

- SC: Discount
- PR: Bonus
- AB: Reduction
- AC: Charge

The user could be selected a value if necessary.

The export automatically assigns the value AC-Charge for the Item charge lines.

Type	VAT Prod. Posting Group	Description	Locat... Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Incl... in VAT Tran... Rep.	Assignment Service
→ Item	STANDARD	Tavolo conf. ANTWERP		4	PZ	651,10	☐	
Item	STANDARD	Sedia ospiti BERLINO, gialla		23	PZ	193,70	☐	Discount
							☐	Bonus
							☐	Reduction
							☐	Charge

Figure 37 Assignment Service

5.2.2 Line type and number

For the lines with field Type completed (not blank) the system exports the data of the fields description and description 2.

If a valid line type setup exists, the system exports in the XML section <CodiceArticolo>:

- Type Code in the XML section <CodiceTipo>;
- Value Code in the XML section <CodiceValore> (ex. Barcode, cross reference, etc.).

The XML section <CodiceArticolo> will be repeated for each existing valid line type setup. Will be exported value for Item, Resource, G/L Account and Cost. Also for Cost an action to insert the Cross Reference or the Barcode was created, that will be exported if a valid setup is made.

5.3 Additional Documents

It is possible to specify other information related to the following documents: Purchase Order, Contract Data, Convention Data, Receiving Data.

This information will be indicated and specified by customers through specific communications. For each action a page where the user could add data will appear.

- **Purchase order:** data regarding the customer order from which the supply/service originates.
- **Contract:** data regarding the customer contract from which the supply/service originates. These data must be added from user.
- **Convention:** information about convention. These data must be added from user.
- **Receiving:** information about the customer receive (not at the shipping data, but at the receiving from the customer data). These data must be added from user.

For each additional document these fields are available:

IdDocumento: number of purchase order, contract, convention, receiving This field is mandatory.

Date: date of the additional document.

NumItem: identify a single line in the additional document.

CodiceCommessaConvenzione: convention code.

ADDITIONAL DOCUMENT WORK DATE: 01/04/2019						
Search + New Edit List Delete Open in Excel						
IdDocumento	Date	NumItem	CodiceCommessaConve...	Fattura Project Code	Fattura Tender Code	
→ *						

Figure 38 Action Electronic Invoicing Additional Document

The additional documents could be inserted in the header for the whole document, or on the line for each line.

102404 · Relecloud

Posting Prepare Invoice Release Request Approval Navigate Actions Navigate Fewer options

Lines Manage Line Electronic Invoicing Fewer options

Additional Documents Linked Documents

	No.	Service Tariff No.	VAT Prod. Posting Group	Description	Locat... Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Ti R
Purchase Order	1920-S		STANDARD	Tavolo conf. ANTWERP		4	PZ	651.10	
Contract Data	1936-S		STANDARD	Sedia ospiti BERLINO, gialla		23	PZ	193.70	
Convention Data									
Receiving Data									

Subtotal Excl. VAT (EUR)	7.059,50	Total Excl. VAT (EUR)	7.059,50
Inv. Discount Amount Excl. VAT ...	0.00	Total VAT (EUR)	1.411,90
Invoice Discount %	0	Total Incl. VAT (EUR)	8.471,40

Figure 39 Lines Additional Document

The information written in the document are transferred to the posted document and can be changed. This information is not mandatory. If fill in, there is a control on the field document ID that cannot be blank. During the export, the data fill in will be exported. No cases of automatic export are managed.

5.4 Header Comments

If the field Export header comment is set in the electronic invoice setup then the header comments will be exported in the section "Causale". All the header comments will be exported.

INVOICE - 102404 | WORK DATE: 01/04/2019

Comment Sheet

Search + New Edit List Delete Open in Excel

Date	Comment
→ 01/04/2019	Comment

Figure 40 Header Comments

5.5 Linked Documents

If is necessary to export a document that is linked with another document previously exported, the page Linked documents must be filled in.

In the same way, also for additional document is possible to indicate a linked document for the invoice header, therefore a linked document that is valid for all the lines, or indicate it for each line.

The linked document must be filled in for invoice and credit memo that are linked to prepayment invoices. Exporting the file, the system will export the data entered, no automation has been set.

5.6 Shipment documents Data

In the case of Deferred Invoices (therefore in BC exists one or more Posted Shipments in the invoices) the process will export the data regarding the shipment in the tag DatiDDT.

The system uses the field selected in the setup if it has been indicated.

Alternatively, it is possible to manually indicated the data for DatiDDT with the specific button on header or line. Will be exported data regarding:

- Shipment No.

- Shipment Date
- Shipment Ref Line No.

5.7 Shipping Data

For Service Invoices the field accompanying invoice and the field related to weight and shipping data are not available, therefore the section will not be exported.

5.8 Posted Invoice and credit Memo

On the posted invoice and credit memo is it possible to fill in or modify data regarding Linked Documents and Additional Documents.

The export process will compile the filed **Dispatch No. and Transmission Date Time** on the Electronic Invoice Log page with the dispatch number of the XML file sent to SDI and the related Date and time of the transmission.

5.9 Currency Documents

In the case of Currency Documents, the value will be exported in EURO and the currency code exported will be EUR. In the tag Causale will be exported the Base amount, VAT amount and Total amount in the currency of the document.

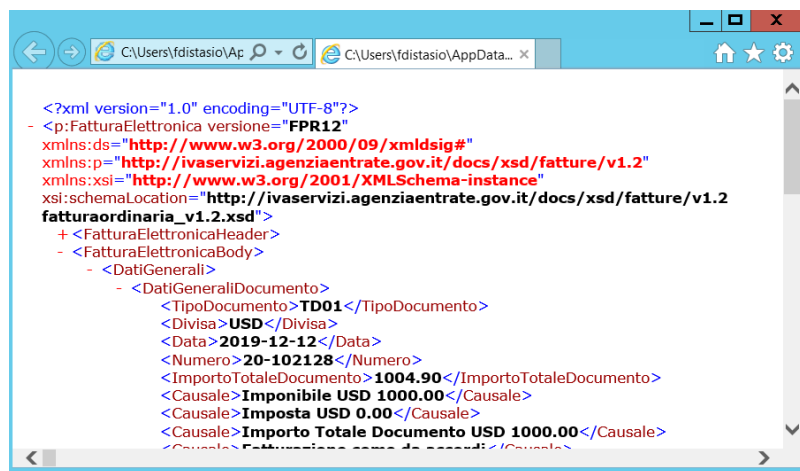


Figure 41 values in currency

In the tag AltriDatiGestionali will be exported the VAT base amount in the document currency.



Figure 42 AltriDati Gestionali: Vat Base in currency

5.10 Customer Comments

If the field Export customer comment is set in the electronic invoice setup then the customer card comments will be exported in the section "Causale". All comments of the Bill to Customer No. that have a Comments code

related to the invoice/credit memo will be exported. The same rule is valid for Service Documents because there is not possibility to choose Service Document in the Comments code table.

5.11 Management of Fixed Notes

To manage the necessity of export in all the document a fixed note, a functionality that use the Standard text and the Extended text is made available. All the fixed notes will be exported in the tag Causale, since there are no other fields for notes.

To use this functionality, is necessary to fill in the related field in the Electronic invoicing setup with the Standard text wanted. In the tag Causale the Extended text of the Standard text selected will be exported.

Extended Text List				
Search + New Manage Open in Excel				
Description	Language Code ↑	All Language Codes ↑	Starting Date ↑	Ending Date ↑
Fattura	:	☒		
Nota credito		☒		

Figure 43 Extended text list

Using the Extended text is possible to create more text to be exported and they will be filtered with the same rules used for their inclusion in the provisional document. The filter is related to the language, the date of validity (filtered by Document Date) and the Document Type.

- **Document Type:** for each extended text is possible to select the document where it will be used. To export the extended text in a Posted Service Invoice, the field Sales Invoice must be selected. For Posted Service Credit Memo, the field Sales Credit Memo must be selected.

Sales	
Sales Quote	☒
Sales Blanket Order	☒
Sales Order	☒
Sales Invoice	☒
Sales Return Order	☒
Sales Credit Memo	☒
Reminder	☒
Finance Charge Memo	☒
Prepmt. Sales Invoice	☒
Prepmt. Sales Credit ...	☒

Figure 44 Document Type selection

- **Language Management:** if the document (ex. Invoice) has a language code (ex. ITA), the system will filter the existing text with the Document type Invoice and the Language code ITA. In case of no code existing with these filters, the extended text with Document Type Invoice and Language Code All will be filtered.
- **Validity Date Management:** the process will filter the extended text also by the Starting and Ending date, comparing them with the document date.

In the tag Causale will be exported the Description of the extended text and all its lines.

5.12 Other exported information

Below will be detailed how to export other information:

5.12.1 Customers with Letter of Intent

Electronic invoice version 1.6:

If the customer has a valid letter of intent, in the tag <Causale>, after comments, data regarding the letter of intent will be exported. (if Vat Exemption Declaration for Italy app is installed)

Electronic invoice version 1.7:

Vat Exemption Declaration for Italy app must be installed.

In the vat posting setup complete the field El TipoDato with "INTENTO" for those lines with Check customer plafond activated.

The documents with a VAT exemption declaration the system export the vat exemption data in the section AltriDATIGestionali with:

- TipoDato: INTENTO
- RiferimentoTesto: the vat exemption receipt no.
- RiferimentoData: the vat exemption receipt date

5.12.2 Post Code Foreign Customers

For Foreign Customers will be exported the value '00000' as Post Code.

For Foreign Customers and accompanying invoices, shipping address (return address) data will be exported: also in these cases, for foreign customers will be exported 5 zero as Post Code.

5.12.3 Foreign Customers VAT Registration No.

If the Customer is an Extra-UE Customer that has not a VAT Registration No., the value '9999999999' (11 times nine) will be exported.

5.12.4 Stamp Applied

In the export phase will be updated the flag Fattura Stamp if the Stamp was applied to the document. The flag is visible on the posted sales invoice list.

5.13 Attachments

The export process will create the PDF file of the document, naming it with the document number, and will include it in the XML file.

Through the Create Electronic Document Batch is possible, before the export, to choose if include the attachment or not through the flag Include Attachment.

GENERATE ELECTRONIC INVOICE

Options

ReGenerate

Download File

Include Attachment

Filter: Customer

× No.

+ Filter...

Filter totals by:

+ Filter...

Filter: Sales Invoice Header

Schedule... OK Cancel

Figure 45 Create Electronic Document Batch

6 EXPORT XML FILE

6.1 Export a new file

The Generate Electronic Invoice Report could be use in two different ways: directly from the posted invoice/credit memo or though the export batch.

6.2 Export a new file trough the posted invoice/credit memo page

From the posted invoice/credit memo page is possible, though the function Action → Electronic Invoicing → Export Document create only or create and download an XML file. In the export phases will be included also the attachments.

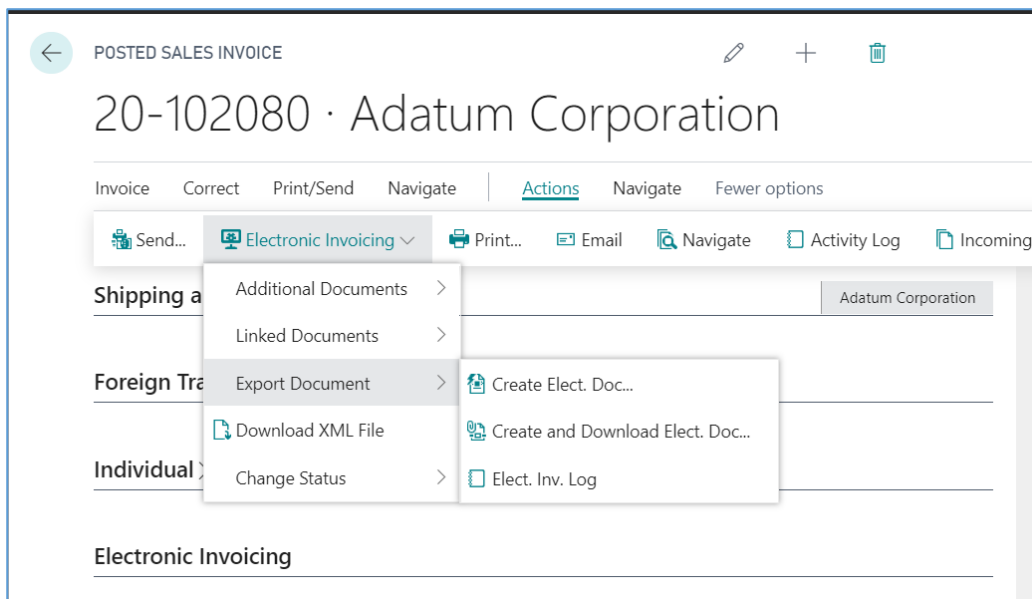


Figure 46 Export File

If the file is correctly created, the Electronic invoicing Status field will change from Unprocessed to Valid.

Electronic Invoicing	
Electronic Invoic...	Unprocessed
Fattura Stamp	☐
Shipping Invoice	☐
Document Tipology	
Use Credit Bank Ac...	☐
Credit Bank Accou...	
Total Vehicle Path	
Vehicle Transport ...	

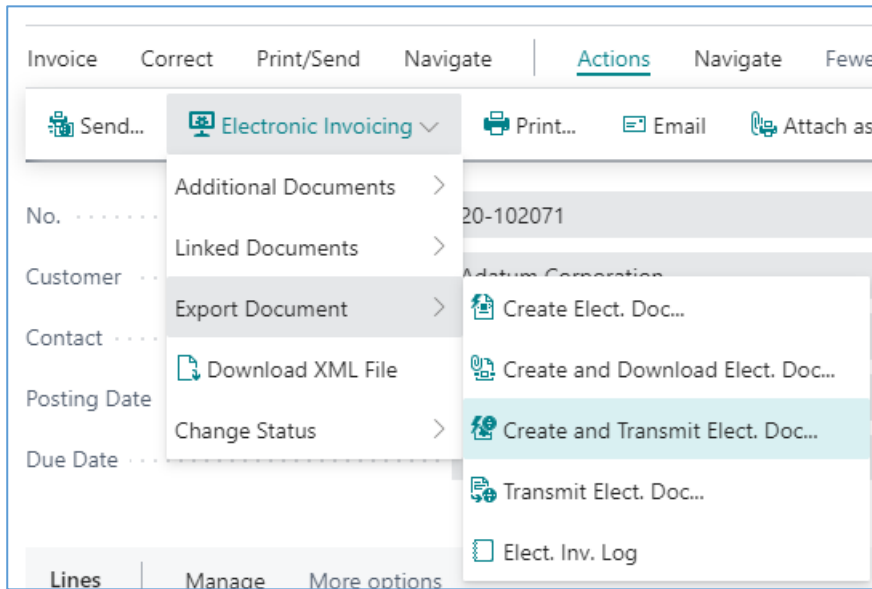
Figure 47 Unprocessed Status

Electronic Invoicing	
Electronic Invoic...	Valid
Fattura Stamp	☐
Shipping Invoice	☐
Document Tipology	
Use Credit Bank Ac...	☐
Credit Bank Accou...	
Total Vehicle Path	
Vehicle Transport ...	

Figure 48 Valid Status

The process will advise the user with a message if the document was already exported. During the export, the fields Dispatch No. and DateTime Log will be compiled.

If a transmission service has been configured, the file can be created and transmitted directly with the button Actions – Electronic Invoicing – Create and transmit elect. Document or only transmitted with Transmit elect. Document.



6.3 Export one or more file trough batch

Through the batch Generate Electronic Invoice is possible to generate a single XML file or, using the appropriate filter if necessary, to generate more file. It is also possible to choose if include the attachments though the flag Include Attachment.

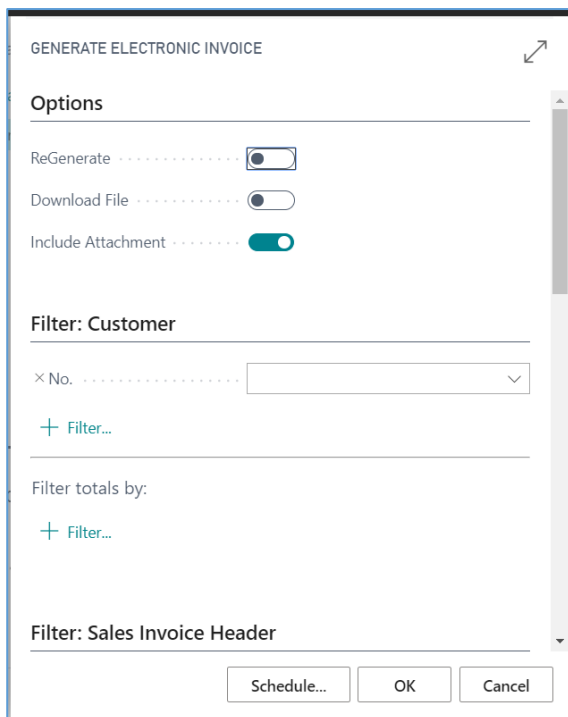


Figure 49 Batch Generate Electronic Invoice

The process will update the Status of the documents for which it was able to generate the XML file. During the export, the fields Dispatch No. and DateTime Log will be compiled.

6.4 Regenerate a previously exported file

In the case is necessary to generate again an XML file, the flag Regenerate must be selected in the request page of the generate electronic invoice batch and filter for the appropriate document.

Figure 50 Regenerate file

The regenerating of a file previously exported (or also sent) will be in a unique phase. The system will check the status in the log table and will export the file after advising the user through a message.

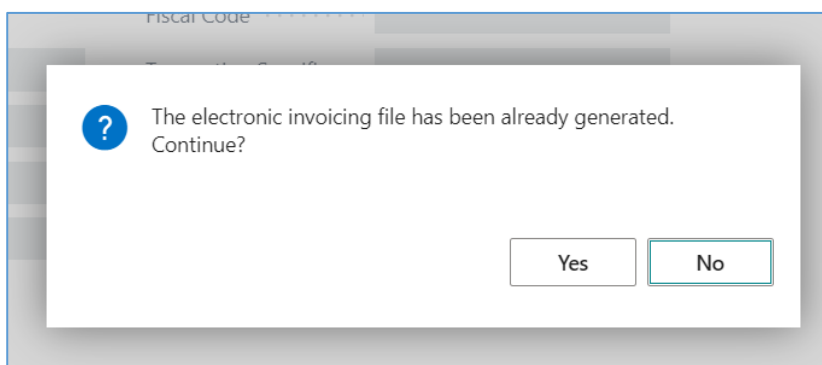


Figure 51 Confirmation message

Confirming the message, the system will create a new file.

The regenerating of a document previously sent will update only the DateTime Log, the Dispatch No. will remain the same, but a new Encoded Dispatch No. will be created.

If the file was already transmitted, the regeneration will be possible only for document without a final Status. For file with a Final status is possible generate the file but the sending must be done manually.

It is also possible to regenerate a single document through the procedure in paragraph 6.2. A confirmation advise will appear.

6.5 Electronic Invoicing Log table and check error

The Export process, before creating the file, checks some information and, only if the controls are passes, it exports the file.

The process, for each file exported or not, creates a line on the electronic invoicing log table where will be highlighted the status of the file, Valid or Error, and eventually the description of the errors.

The report will insert the customer information (code and name) and the file name in the Electronic Invoicing log to make the file created easily searchable.

The log is available from the Posted invoice/credit memo through Action → Electronic Invoicing → Elec. Inv. Log.

Direction	Origin Type	Origin ID	Origin Name	Status	File Name
Out	Customer	10000	Adatum Corporation	Validation E...	

Message Type	Field Name	Description
Error	PA Code	'Codice PA' in 'Cu...
Warning	Payment M...	'Cod. metodo di ...
Error		File non creato

Figure 52 Log Table

To check the errors is possible select Errors and Warnings → View Details

From this page is possible to navigate through the document with errors and correct them through Open Related Records.

Message Type	Description	Context	Context Field Name	Source	Source Field Name
Error	'Codice PA' in 'Customer: 10000' ...	APsElectInv...		Customer: 10...	PA Code
Error	File non creato	APsElectInv...		—	
Warning	'Cod. metodo di pagamento' in '...	APsElectInv...		Sales Invoice ...	Payment Met...

Figure 53 Errors Table

In the log table data regarding DateTime Log, Dispatch No. and Encoded Dispatch No. are compiled.

ELECTRONIC INVOICING LOG						
Search New Open in Excel More options						
Direction	Document No. ▼	DateTime Log	Dispatch No.	Encoded Dispatch No.	Origin Type	Origin ID
Out	20-102072	13/03/2020 11:56	20000110	BWO6M	Customer	10000

Figure 54 Dispatch No. and DateTime Log

The checks made are:

- Customer Card:
 - The field Electronic Invoicing Type must be filled in.
- Invoice:
 - A payment method must be selected.
- Payment Method:
 - The field Fattura PA Payment Method must be filled in.
- Shipping Data:
 - The fields Total Vehicle Path and Vehicle Transport date must be both blank or compiled.
- Document type:
 - The chosen document type must be consistent with the electronic invoice version selected.

To manage the log is available the report Electronic Invoicing Log Cleaner.

Select File Only to remove only the file saved on the log record, otherwise also the record will be deleted.

It is possible to delete data only until a date limit calculate with the field on electronic invoice setup.

The record

Records for which the file has been deleted will have the Empty File flag.

Electronic Invoicing Log Cleaner

Options

File Only ☒

Filter: Elect. Inv. Exp./Imp. Log

× DateTime Log

+ Filter...

Advanced >

Schedule...

OK

Cancel

Electronic Invoicing Log Work Date: 01/08/2021					
Search New Open in Excel Related Fewer options					
Direction	Status	Sim...	File Name	Empty File	Transmission Document Id
Out	Transmitted	☐	IT08973230967_000RT.xml	☒	60d0460a2740532f91679...
Out	Transmitted	☐	IT08973230967_000RU.xml	☒	60e400461f833e2ff04fcb8

6.6 Download XML

In the posted invoice/credit memo, both sales and services, and in the log table the new action Download XML file is added. The function allows seeing and eventually save the file previously exported. To download the file, click on Action → Electronic invoicing → Download XML file.

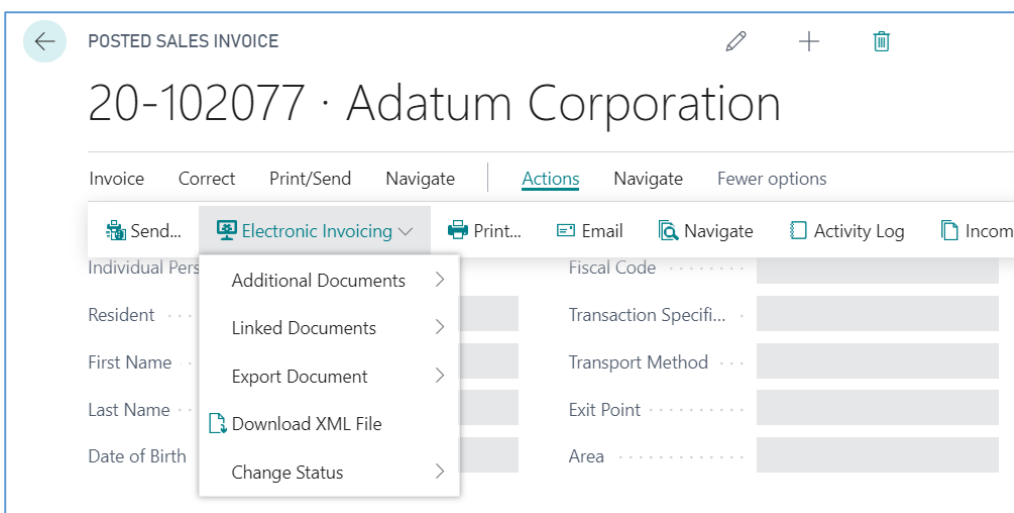
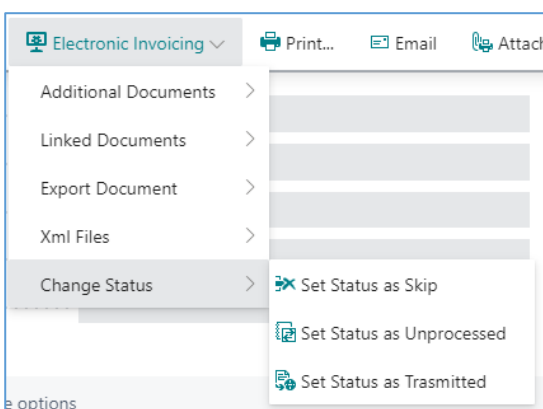


Figure 55 Download file function

6.7 Change status

It is possible to change the invoice status to:

- Skip: to prevent the invoice from being exported
- Unprocessed: to process again the invoice
- Transmitted: set the status as transmitted



7 IMPORT XML FILE

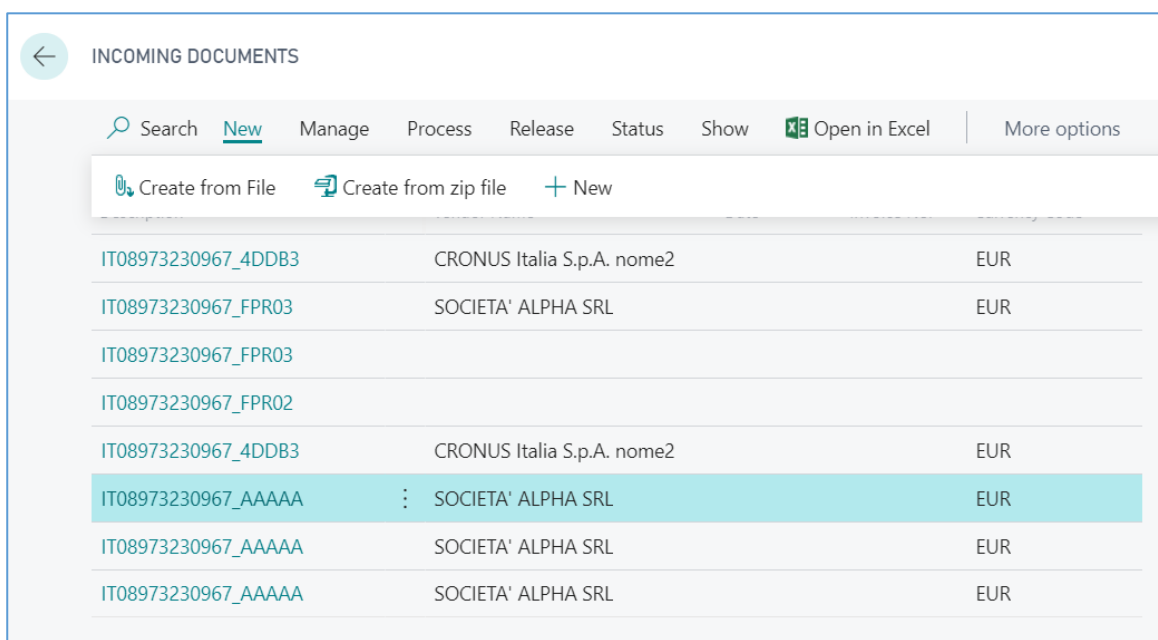
7.1 Import XML File

With this functionality is possible to import the xml files received from vendors. The process uses the Data Exchange framework to read the files and imports them in the incoming documents.

7.1.1 Import

From the windows Incoming Documents id possible to import the files with 2 actions from New:

- Create from file: is possible to import one file at a time;
- Create from zip file: is possible to import many files contained in a zip folder.



INCOMING DOCUMENTS		
Search <u>New</u> Manage Process Release Status Show Open in Excel More options		
Create from File Create from zip file + New		
IT08973230967_4DDB3	CRONUS Italia S.p.A. nome2	EUR
IT08973230967_FPR03	SOCIETA' ALPHA SRL	EUR
IT08973230967_FPR03		
IT08973230967_FPR02		
IT08973230967_4DDB3	CRONUS Italia S.p.A. nome2	EUR
IT08973230967_AAAAA	SOCIETA' ALPHA SRL	EUR
IT08973230967_AAAAA	SOCIETA' ALPHA SRL	EUR
IT08973230967_AAAAA	SOCIETA' ALPHA SRL	EUR

Figure 56 Import XML file

The imported files create lines in incoming document windows and the description is the file name. The newly imported documents have the status set to new and the exchange status set to Check. If available, the IdSdi field will also be filled in.

Description	Vendor Name	Document Date	Vendor Invoice No.	Cur... Code	Amount Incl. VAT	Status ▼	Exchange Status
3eb6cf26-2d85-4b14-9883-c72... :					0,00	New	To Check

Figure 57 Incoming documents status

7.1.2 Exchange creation and errors control

For each incoming document line is necessary to create the Exchange where the xml data is shown.

Click on Process – Create Document.

INCOMING DOCUMENTS | WORK DATE: 01/04/2020

Search New Manage **Process** Release Status Show Actions Naviga

Create Manually Check Exchange Process Exchange Create Document

*All Description Vendor Name

3eb6cf26-2d85-4b14-9883-c72... :

Filter list by:

Figure 58 Create Exchange Import

The status from New changes to Created while the Exchange status changes from To Check to Valid if there are no errors or Valid. Error, if errors are found.

Description	Vendor Name	Document Date	Vendor Invoice No.	Cur... Code	Amount Incl. VAT	Status	Exchange Status ▼
3eb6cf26-2d85-4b14-9883-c72... :	PULCINELLA SRLS	30/12/2019	100	EUR	750,00	Created	Valid. Error

Figure 59 Create Exchange Import

Is possible to open the incoming document by clicking on the line. In the incoming document card some information is shown in the financial information section.

Financial Information

Vendor Name	PULCINELLA SRLS	Vendor Order No.	
Vendor VAT Registration No.	01587890193	Document Date	30/12/2019
Vendor Fiscal Code		Due Date	
Vendor IBAN		Currency Code	EUR
Vendor Bank Branch No.		Amount Excl. VAT	681,82
Vendor Bank Account No.		Amount Incl. VAT	750,00
Vendor Phone No.		VAT Amount	68,18
Vendor Invoice No.	100		

Figure 60 Vendor Information

To open the exchange and check the information click on Actions – Incoming Documents – Open Exchange.

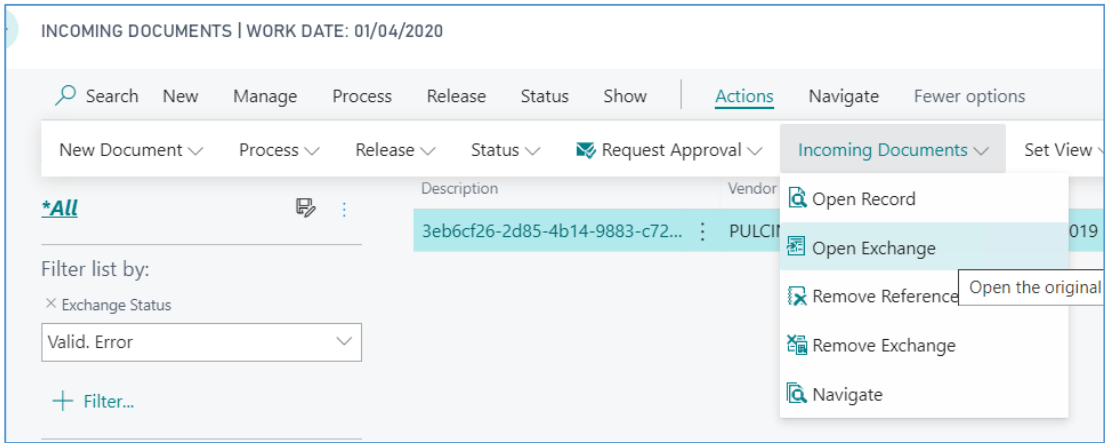


Figure 61 Open Exchange

NOTE: if a transmission service is set (see paragraph 2.11) the SDI receipt date can be assigned to a specific date field. IF TS Digital invoice app is installed, the SDI receipt date will be assigned to operation occurred date.

In the exchange the errors or warnings are visible in the bottom right factbox. The errors details are visible clicking on Errors and Warnings – View details.

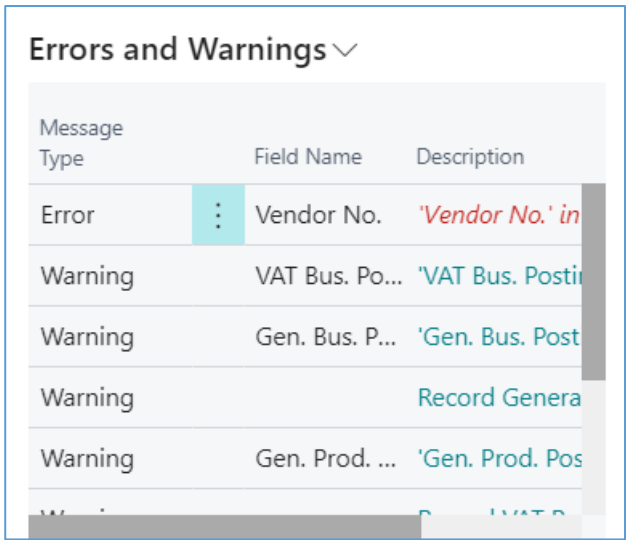
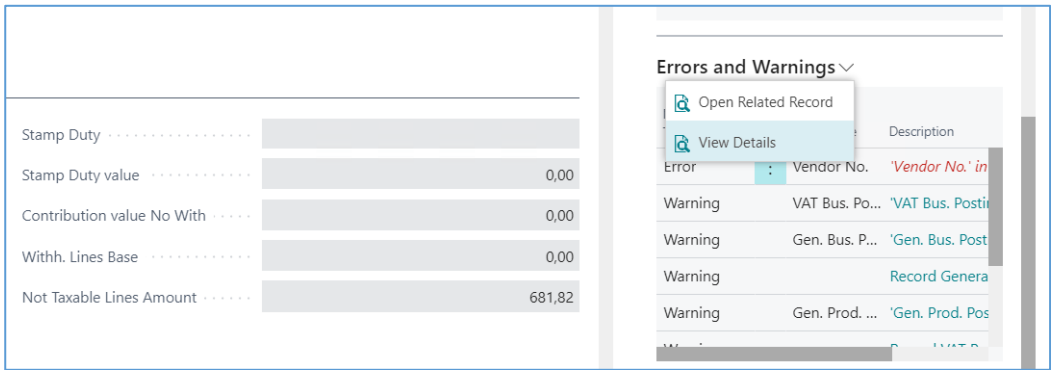


Figure 62 Exchange Errors

If the vendor was not found by the procedure, then it is possible to manually select it in the appropriate field or create the vendor card and then check again the exchange.

General	
Status	Valid. Error
Vendor No.	
Transmission Format	FPR12
Document Type Code	TD25
Document No.	100
Document Date	30/12/2019

Figure 63 Exchange error

It is possible to create a new vendor card with the apposite button: **"Create Vendor"** from the Electronic Invoice Exchange page.

Electronic Invoicing Exchange	
TD24 · V5-6603 · 08/11/2024 · 9.532,65	
Check File Document Creation Navigate Actions ▾ Fewer options	
General	Document Creation >
	← Create Vendor

During the creation phase, it is checked if there are already other vendors with the same fiscal code or the same VAT registration number.

If there is already another vendor with that same information, it is shown an error, if there are not any other vendors with that information it is possible to select the template for the new vendor card and proceed to create that.

Once all the errors have been corrected it is necessary to check again the Exchange. Click on Check File – Check procedure.

ELECTRONIC INVOICING EXCHANGE WORK DATE: 01/04/2020	
TD25 · 100 · 30/12/2019 · 750,00	
Check File Document Creation Navigate Actions F	
Check Procedure	

Figure 64 Check Errors

The exchange change the status on Valid.

General	
Status	Valid
Vendor No.	F00020
Transmission Format	FPR12
Document Type Code	TD25
Document No.	100
Document Date	30/12/2019

Figure 65 Valid Status

From the exchange is also possible to:

- Show the file: from Actions – Document Creation – View File (Template) is possible to open the xml file with the stylesheet.
- Show the attachments: in the right side of the windows the attached files are shown and can be opened.

7.1.3 Create a purchase invoice/credit memo

The invoice/credit memo can be created from the exchange by clicking on Document Creation – Create Purchase document.

TD25 · 100 · 30/12/2019 · 750,00

[Check File](#)
[Document Creation](#)
[Navigate](#)
[Actions](#)
[Fewer options](#)

[← Create Purchase Document](#)

Figure 66 Create purchase document

It can be also created from incoming document list by clicking on Process – Process Exchange.

INCOMING DOCUMENTS | WORK DATE: 01/04/2020

[Search](#)
[New](#)
[Manage](#)
[Process](#)
[Release](#)
[Status](#)
[Show](#)
[Actions](#)
[Nav](#)

[Create Manually](#)
[Check Exchange](#)
[Process Exchange](#)
[Create Document](#)

Figure 67 Create purchase document

If a document has no error is possible to manage all the process form the incoming document window. To open the created document from the incoming document list, click on Actions – Incoming Documents – Open record.

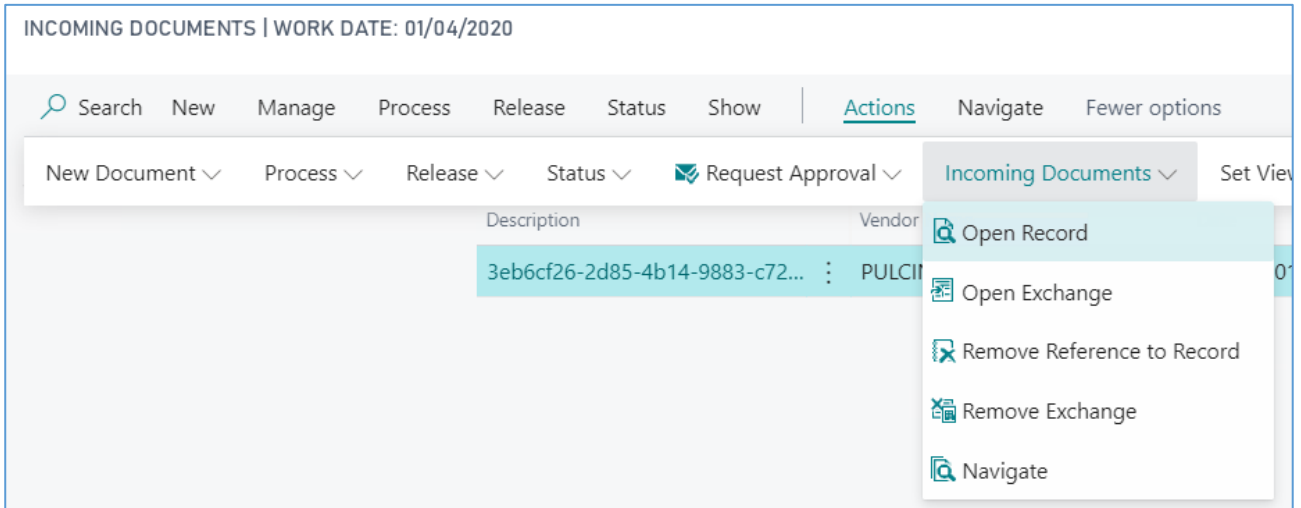


Figure 68 Open document

It is also possible to open the document form Exchange by clicking on Actions – Document Creation – Show Purchase Document.

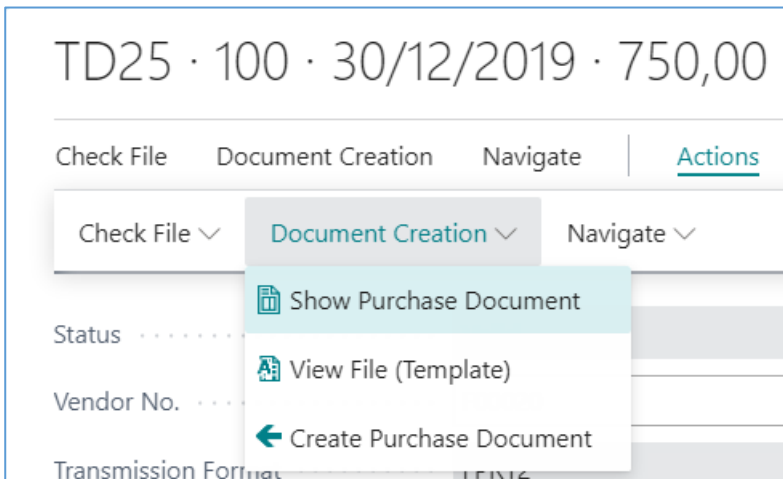


Figure 69 Open document

On the created document is possible to check the original data with the section Incoming Document files. Here is possible to open the xml file with the stylesheet. It also possible to download the xml attachments.

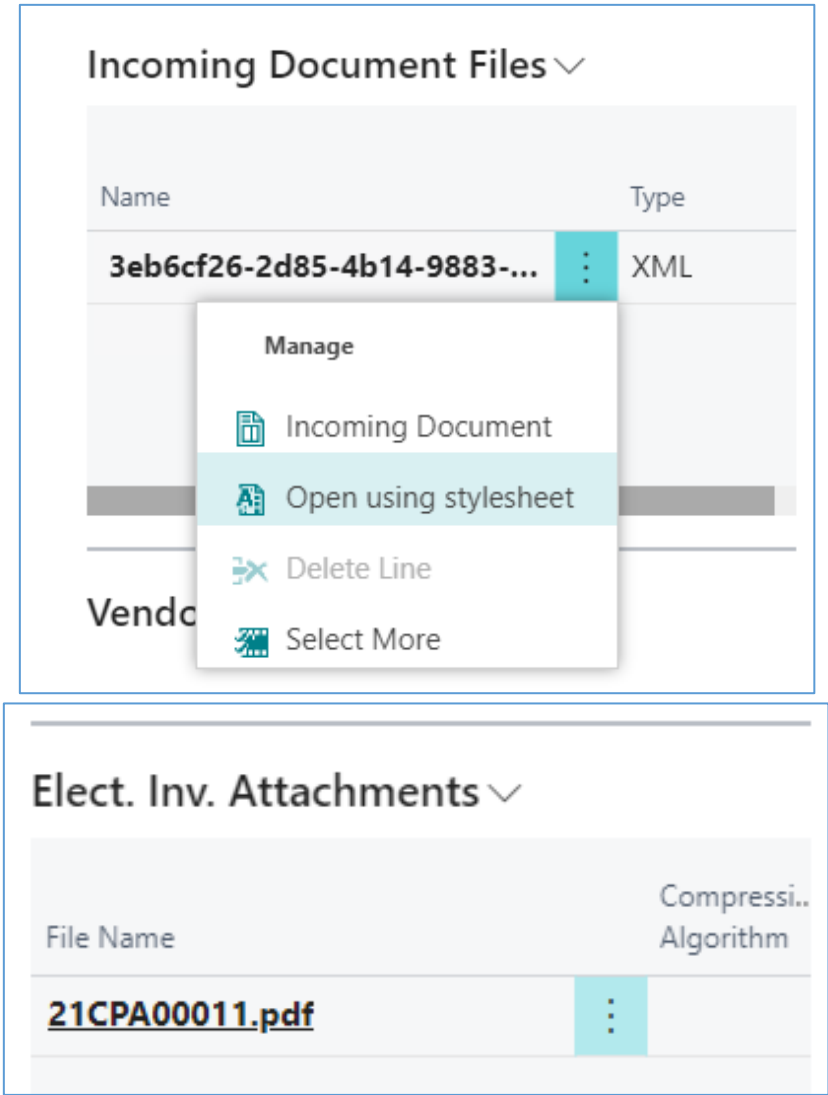
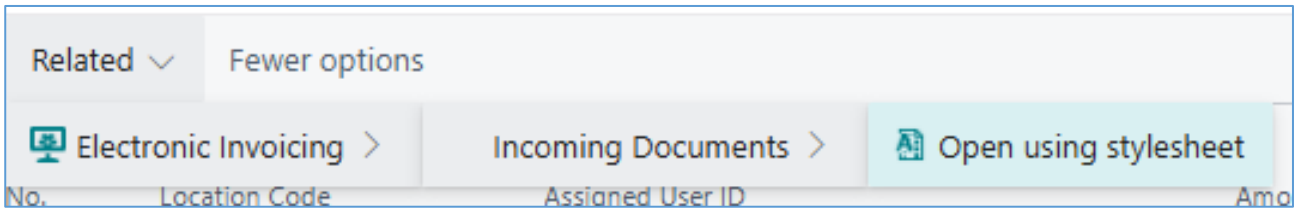


Figure 70 Open with stylesheet and attachments

It is also possible to open multiple documents with a stylesheet at the same time by selecting them from the invoice or credit memo list and using the “**Open using stylesheet**” button (this action will automatically download a ZIP file containing all the selected documents).



In the incoming document list is possible to see the document number created for each line.

INCOMING DOCUMENTS | WORK DATE: 01/04/2020

Search

New

Manage

Process

Release

Status

Show

Actions

Navigate

Fewer options

Description	Vendor Name	Document Date	Vendor Invoice No.	Curre... Code	Amount Incl. VAT	Status	Exchange Status	OCR Status	OCR Track ID	Document Type	Document No.
semp12	RISTORANTE CONTR...	27/03/2019	21/2019	EUR	0,00	Created	Released			Purchase Invoice	107434
fattneg - Copia	TIM S.p.A.	12/07/2019	7X02677306	EUR	-13.648,42	Created	Released			Purchase Credit Me...	1004
2a17885d-006d-4a82-a3eb-0df61b...	AUTOTRASPORTI MA...	30/12/2019	FPR 162/19	EUR	3.874,72	Created	Released			Purchase Invoice	107435
d89ee8ec-8fd1-48f1-b11c-269dffab...	BSP di RENATO BIAS...	07/02/2020	4/AGENTE	EUR	329,03	Created	Released			Purchase Credit Me...	1005
3eb6cf26-2d85-4b14-9883-c72b05...	PULCINELLA SRLS	30/12/2019	100	EUR	750,00	Created	Released			Purchase Invoice	107436

Figure 71 Created documents

The lines with a posted document have the status posted and are hidden. To show all the lines click on Show – Show all.

INCOMING DOCUMENTS WORK DATE: 01/04/2020										
Search New Manage Process Release Status Show										
Show All Show Unprocessed										
Description	Vendor Name	Date								
semp12	RISTORANTE CONTR...	27/03/2019								
fattneg - Copia	TIM S.p.A.	12/07/2019								
2a17885d-006d-4a82-a3eb-0df61b...	AUTOTRASPORTI MA...	30/12/2019								
d89ee8ec-8fd1-48f1-b11c-269dffab...	BSP di RENATO BIAS...	07/02/2020								
3eb6cf26-2d85-4b14-9883-c72b05...	PULCINELLA SRLS	30/12/2019								

Figure 72 Show all records

ATTENTION: there is an option in accounts payable setup that allows you to leave the posting date blank. In this case the document dates and operation occurred date are filled in, but are NOT validated.

7.1.4 Delete a created document

The system allows to delete an unposted document. A confirm message appears.

PURCHASE INVOICE WORK DATE: 01/04/2020		✎ + 🗑	
107436 · test			
Invoice	Posting	Request Approval	Incoming Document
Release	Navigate	Actions	Navigate
Fewer options			
General			
Vendor Name	test	Vendor Invoice No.	100
Contact		Operation Type	IT-FN-ACQ
Operation Occurred Date	30/12/2019		
Posting Date	01/04/2020		
Lines	Manage	More options	

? Document exists in Exchange Header. Do you confirm?

Yes
No

Figure 73 Deleting confirmation

After deleting, the incoming document exchange status becomes Valid. It is possible to create the document again.

7.1.5 XML Data

Below the tags of the file managed in the import process and the relative table in which they are saved.

File Tag	Importing table	Field
FormatoTrasmissione	Incoming Document	Exchange Code
IdFiscaleIVA/IdCodice	Incoming Document	Vat Registration No.
CodiceFiscale	Incoming Document	Fiscal Code
TipoDocumento	Exchange Header	Document Type
Divisa	Exchange Header	Currency Code
Data	Exchange Header	Posting Date
Numero	Exchange Header	Document No.
DatiRitenuta/TipoRitenuta	Exchange Header	Withholding Tax type
DatiRitenuta/ImportoRitenuta	Exchange Header	Withholding Tax Amount
DatiRitenuta/AliquotaRitenuta	Exchange Header	Withholding Tax %
DatiRitenuta/CausalePagamento	Exchange Header	Withholding Tax Reason Code
DatiBollo/BolloVirtuale	Exchange Header	Stamp duty
DatiBollo/ImportoBollo	Exchange Header	Stamp duty Amount
DatiCassaPrevidenziale/ImportoContributoCassa	Exchange Header	Contribution value No With
ScontoMaggiorazione/Percentuale	Exchange Header	Invoice Discount %
ScontoMaggiorazione/Importo	Exchange Header	Invoice Discount Amount
ImportoTotaleDocumento	Exchange Header	Document Amount
Arrotondamento	Exchange Header	Rounding
Art73	Exchange Header	Art73
MezzoTrasporto	Exchange Header	Transport Method
NumeroColli	Exchange Header	Parcel Units
Descrizione	Exchange Header	Goods Appearance
PesoLordo	Exchange Header	Gross Weight
PesoNetto	Exchange Header	Net Weight
TipoResa	Exchange Header	Intra Shipping Code
CondizioniPagamento	Exchange Header	Payment Type
DettaglioPagamento/ModalitaPagamento	Exchange Header	Payment Code
DettaglioPagamento/IBAN	Exchange Header	IBAN
Causale	Comment	Comment
DettaglioRighe/NumeroLinea	Exchange Line	Line No.
DettaglioRighe/TipoCessionePrestazione	Exchange Line	Type of assignment
DettaglioRighe/CodiceArticolo/CodiceTipo	Exchange Line	Type Code
DettaglioRighe/ CodiceArticolo/CodiceValore	Exchange Line	Code Value

DettaglioRighe/Descrizione	Exchange Line	Description
DettaglioRighe/Quantità	Exchange Line	Quantity
DettaglioRighe/UnitaMisura	Exchange Line	Unit of Measure Code
DettaglioRighe/PrezzoUnitario	Exchange Line	Unit Price
DettaglioRighe/ScontoMaggiorazione/ Percentuale	Exchange Line	Line Discount %
DettaglioRighe/ScontoMaggiorazione/Importo	Exchange Line	Line Discount Amount
DettaglioRighe/PrezzoTotale	Exchange Line	Line Amount
DettaglioRighe/AliquotaIVA	Exchange Line	VAT %
DettaglioRighe/Ritenuta	Exchange Line	Operation Nature
DettaglioRighe/Natura	Exchange Line	Withholding
DatiDDT/NúmeroDDT*	Exchange Line	Shipment No.
DatiDDT/DataDDT*	Exchange Line	Shipment Date
DatiOrdineAcquisto/IdDocumento*	Exchange Line	Purchase order no.
DatiOrdineAcquisto/Data*	Exchange Line	Purchase Order Date
DateFattureCollegate/IdDocumento*	Exchange Line	Linked Document no.
DateFattureCollegate/Data*	Exchange Line	Linked Document Date
AltriDatiGestionali/TipoDato	Comment	Type
AltriDatiGestionali/ RiferimentoTesto	Comment	Comment
DatiRiepilogo/AliquotaIVA	Exchange VAT	VAT %
DatiRiepilogo/Natura	Exchange VAT	Operation Nature
DatiRiepilogo/SpeseAccessorie	Exchange VAT	Expense
DatiRiepilogo/Arrotondamento	Exchange VAT	Rounding
DatiRiepilogo/ImponibileImporto	Exchange VAT	VAT Base
DatiRiepilogo/Imposta	Exchange VAT	VAT Amount
DatiRiepilogo/EsigibilitàIVA	Exchange VAT	VAT deductibility
DatiRiepilogo/ RiferimentoNormativo	Exchange VAT	Nature Comment
DettaglioPagamento/ DataScadenzaPagamento	Exchange Payment	Due Date
DettaglioPagamento/ ImportoPagamento	Exchange Payment	Payment Amount
DettaglioPagamento/ ScontoPagamentoAnticipato	Exchange Payment	Payment Discount %
DettaglioPagamento/ DataLimitePagamentoAnticipato	Exchange Payment	Payment Discount Due Date

*If RiferimentiNumeroRiga tag is available, the data will be added at the related line, otherwise it will be added to all the lines.

Data related to Type Code, Code value, Purchase order, Shipment and linked document will be showed on the page Other Data on the right.

7.1.6 Controls

When the document is imported some controls are performed.

The performed controls are:

Header:

- Vendor code: the system searches a vendor card with the same vat registration number and fiscal code.
- Withholding: if necessary, the system check the withholding code on vendor card.
- Currency: the system checks the existence of the currency code.

Lines:

- Code Type and Value Code: these values are showed in the Other Data table with type = Line Type. To link the correct Item (or Asset, Account, Resource or item charge) is necessary to create the Line Type Setup for the specific Vendor and/or without indicate the Vendor No. The setup must be compiled with the Line Type, Code Type and Value Code. The process will read the information from the Other Data table.
- For the purchase process, the finding of the related item is possible only for Value Code: Item-GTIN, Item Code, Cross Reference and Barcode. The finding of the correct Account No., Assets, Resources and Item Charge is possible (as in export phase) only with the Cross reference.

VAT:

- Operation Nature: the process will check the existing of the operation nature in the specific table and, for the lines where it is possible to find the Vat setup, check that the operation nature of the XML is correct.

7.1.7 Withholdings and contributions

For documents with withholding tax, the process managed the insert of these data on the purchase invoice/credit memo. In the XML is mandatory indicate the value of the withholding but not which lines have them. In the exchange header there are two fields, Withholding lines base and Not taxable lines amount, sum of the base of the liens with and without the withholding indication.

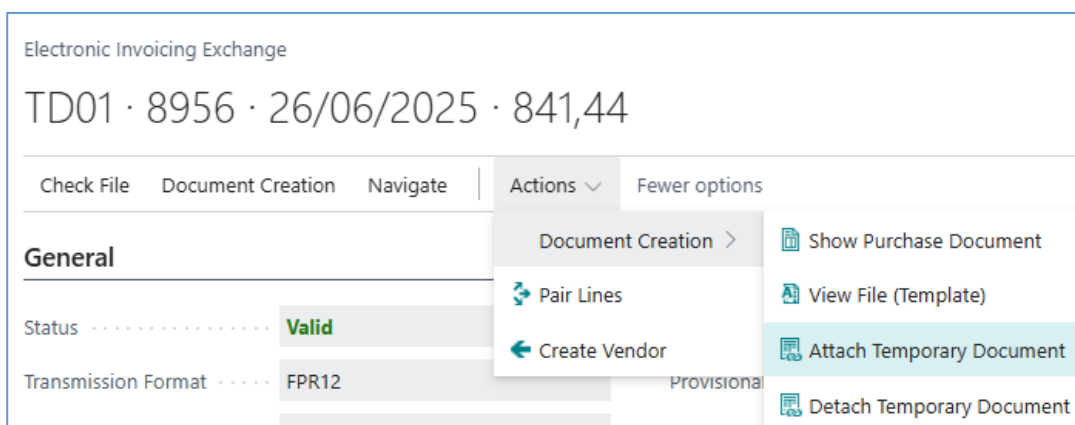
There are two possible scenarios: document with the indication of the withholding on the lines and document without indication. To manage both the cases, the field total amount is compiled with the sum of Withholding lines base and Not taxable lines amount, while in the field Base - Excluded Amount will be compiled only if the field Withholding lines base is different from 0 (therefore in the cases where in the line there is the indication of the withholding taxes).

7.1.8 Attachment with Temporary Document

It is possible to link XML files of electronic invoices and credit memos to temporary documents directly from the Electronic Invoicing Exchange page.

This functionality is available only when the Exchange status is "Valid".

Click on "Attach Temporary Document" to start the linking process.



By clicking this action, a filtered list opens based on document type and vendor number, allowing you to choose which temporary document to link to the imported invoice or credit memo.

Purchase Invoices - 01587796 · Custom Metals Incorporated						
No. ↑	Buy-from Vendor No. ▼	Buy-from Vendor Name	Vendor Invoice No.	Location Code	Assigned User ID	A
→ 1039	01587796	Custom Metals Incorporated	8956	EST		
1040	01587796	Custom Metals Incorporated	KBLJKB	EST		€

After selecting the document to attach, a confirmation message is displayed to complete the operation.



Do you want to Update the Invoice 1039 with the XML Data?
The data will be overwritten.

By confirming the operation, the following data are processed:

- **Document Date:** the document date from the Exchange is applied to the linked temporary document.
- **Operation Occurred Date:** the Operation Occurred Date of the Exchange is applied to the linked temporary document.
- **Posting Date:** if no value is set, the field remains blank. Otherwise, the posting date on the linked document is replaced with the Operation Occurred Date from the Exchange.
- **Vendor Credit Memo No. / Vendor Invoice No.:** this value is automatically overwritten with the Document No. from the Exchange.
- **Total Amount:** the total amount from the Exchange is applied to the temporary document.
- **Payment Method / Payment Terms / Vendor Bank Account:** these values are automatically updated with the values from the exchange if the Use Vendor Payment Terms flag is enabled in the Electronic Invoicing Setup.
- **Withholding Tax:** the same logic used during document creation is applied.
- **Document Lines:** if the "Enable Line Import" field is set to Yes in the Electronic Invoicing Setup, the lines from the imported document are added to any existing lines in the temporary document.
- **Attachments and Incoming Document File (XML):** these are automatically transferred to the linked document.
- **Connector Data:** the connector data are automatically reported.
- **IdSdi:** this field is overwritten with the value of the Exchange record.

Once the temporary document has been linked, you can open it using the "Show Purchase Document" action.

Actions ▼

Fewer options

Document Creation >

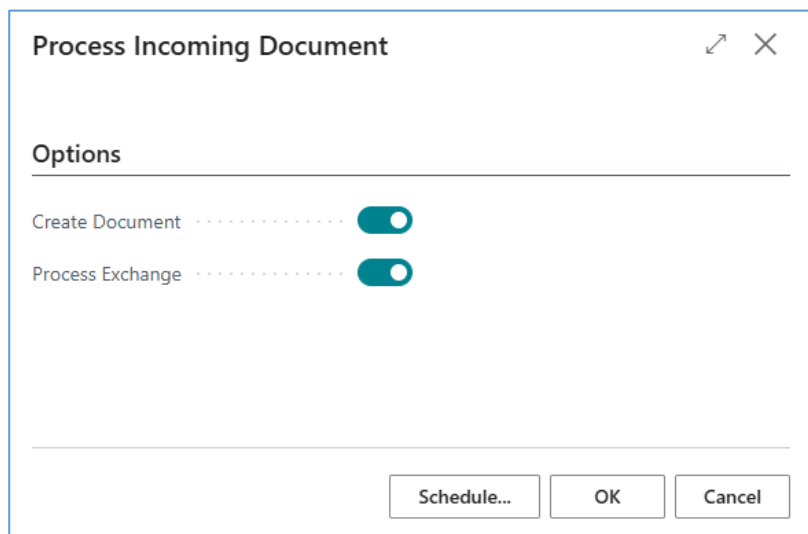
Show Purchase Document

It is possible to detach a specific document from the Exchange header using the "**Detach Temporary Document**" action.

Note: By detaching the document the overwritten data will remain the same.

7.1.9 Process Incoming Document

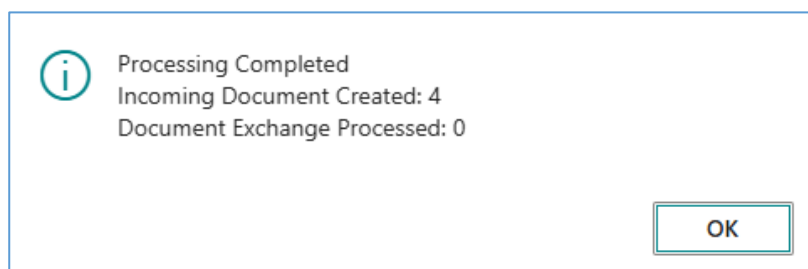
By using the “**Process Incoming Documents**” report, it is possible to generate the Electronic Invoicing Exchange card and the related purchase document, also for multiple documents in one step.



When the report page is opened, it is possible to set the following flags:

- **Create Document:** if selected, the procedure will process all the new incoming document to create the exchange.
- **Process Exchange:** if selected, the procedure will process all the created and valid incoming document to create the purchase documents.

At the end of the report processing, a summary message is shown with the number of incoming document created and the number of document Exchange processed.



7.2 XML Lines Pairing

If the transcoding and the XML line creation have been enabled, the lines will be automatically processed. First, the line is transcoded to determine the type of line to create. Then, are searches the receipts or the return shipments to pair with the invoice/credit memo.

7.2.1 Line Data Transcoding

When an XML file of an invoice or a credit memo is imported, the line datas are automatically transcoded in the “Electronic Invoicing Exchange” page, in the “Electronic Invoice Lines” section.

The transcoding is based on the settings of the “Line Type Setup” table or, alternatively, in the “Description Mapping Setup” table. In this way the imported line datas are correctly interpreted and reported as expected.

The transcoding allows to populate the following fields:

- Type: item, G/L account, resource, fixed asset, charge (item).
- No.: value related to the selected type.
- Variant Code: if managed.
- Gen. Prod. Posting Group.
- VAT Prod. Posting Group.

If the transcoding has not been automatically done, it is possible to manually enter the datas, or complete the setup and start the Check File function to update the lines.

During this step, it also verifies the correspondence between the VAT setup and the datas in the XML file. That are the check that are made:

- It checks that the VAT % of the XML file matches the VAT % of the indicated VAT setup.
- If the VAT % is zero, it checks that the VAT transaction nature specified in the XML file matches the one indicated in the selected VAT setup.

Electronic Invoicing Lines										
New Line Delete Line										
Type of assignment	Quantity ↓	Unit of Measure Code	Unit Price	Line Discount %	Gen. Bus. Posting Group	VAT Bus. Posting Group	Line Discount Amount	Line Amount	VAT %	
→	2,00	PZ	100,00		NAZIONALE	NAZIONALE	0,00	200,00	20,00	
	1,00	PZ	100,00		NAZIONALE	NAZIONALE	0,00	100,00	20,00	
	1,00	BARATTOLO	100,00		NAZIONALE	NAZIONALE	0,00	100,00	20,00	
	1,00	PZ	100,00	20	NAZIONALE	NAZIONALE	20,00	80,00	20,00	
	1,00	PZ	100,00	20	NAZIONALE	NAZIONALE	20,00	80,00	20,00	
	0,00		0,00		NAZIONALE	NAZIONALE	0,00	0,00	20,00	

The not transcoding lines or the lines with zero quantity will be considered as comments lines.

7.2.2 Pairing to Receipt/Return shipments

After the data transcoding, it proceeds with the pair of the lines with possible receipts or return shipments. The matching is based on the following reference data:

- Vendor No.: only the documents from the same vendor are considered.
- Shipment No.: by default, it is made the research from the Vendor Shipment No. field of purchase receipts or in the Shipment No. field of return shipments. It is possible to use specific matching fields with the dedicated fields set in the electronic invoicing setup.
- Shipment Date: it researches by document date on receipts or return shipments.
- Purchase Order No.: by default, it researches in the No. field of both purchase orders and return orders. It is possible to use specific matching fields with the dedicated fields set in the electronic invoicing setup.
- Purchase Order Date: it searches by order date.

Electronic Invoicing Lines										
New Line Delete Line										
Type of assignment	VAT Bus. Posting Group	Line Discount Amount	Line Amount	VAT %	VAT Transaction Nature	Shipment No.	Shipment Date	Purchase Order No.	Purchase Order Date	
→	NAZIONALE	0,00	1.005,80	20,00		DTT25-000053	30/04/2025	1054	30/04/2025	
	NAZIONALE	0,00	193,70	20,00		DTT25-000053	30/04/2025	1054	30/04/2025	

Based on that informations, the documents to be paired are search.

The Pairing Status field indicates whether the line has been matched or not:

- **Not Paired:** the line contains references, but no corresponding document was found.
- **Unconfirmed:** a pairing document was found, but there are some differences that have to be checked (for exemple different quantities).
- **Paired:** the line was successfully paired, and no difference were found.
- **New:** the line has no references to receipts/return shipments and it is marked as a new line to be created.
- **Excluded:** this status is manually set by the user (see manual matching screen).

Electronic Invoicing Lines New Line Delete Line													
Type of assignment	Purchase Order No.	VAT Transaction Nature	Type	No.	Variant Code	Tariff No.	Service Tariff No.	Gen. Prod. Posting Group	VAT Prod. Posting Group	Pairing Status	Pairing Confidence Level	Gro...	
	1054		Item	1896-S				DETTAGLIO	STANDARD	Paired			☐
	1054		Item	1900-S				DETTAGLIO	STANDARD	Paired	Certain		☐
→	:		G/L Account	010099				SERVIZI	IVA STANDA...	Not Paired			☐

If all the lines are in **Paired** or in new status, the document is considered valid and can be directly converted into an invoice or credit memo.

If some lines have not been correctly paired, you can proceed with manual pairing by selecting **Actions** → **Pair Lines**, which opens the “**Electronic Invoice Lines Pairing**” page.

Electronic Invoicing Exchange

TD01 · 25-CX010036 · 30/04/2025 · 1.439,40

Check File

Document Creation

Navigate

Actions ▾

Fewer options

Currency Code

EUR

Document Creation >

Account %

Document Amount

Pair Lines

Account Amou...

In the **General** section of the page, a summary is shown with the number of **Paired** / **Total** / **New** / **Not Paired** / **Unconfirmed** / **Excluded** lines connected to the imported document.

General			
Paired Lines	2	Not Paired Lines	1
Total Lines	3	Unconfirmed Lines	0
New Lines	0	Excluded Lines	0

The page shown the XML file lines on the left and, on the right, any receipt/return shipment lines found through the previously described search process.

The green lines are those correctly matched to the corresponding receipt lines.

The lines in New status are shown in bold black. These lines do not reference any receipt/shipment in the XML file, so no pairing is performed. The New status can also be manually set for a line using the dedicated header button.

Exchange Line ▾							Pairing Document Lines ▾									
Pairing Status	Type	No.	Variant Code	Description	Quantity	Unit of Measure Code	Pairing Status	Vendor Shipment No.	Document No.	Order No.	Type	No.	Item Reference No.	Qty. Rcd. Not Invoiced	Description	
Paired	Item	1896-S		Scrivanla ATENE	1,00	PZ	→ Paired	DTT25-000053	107229	106034	Item	1896-S		1	Scriva	
Paired	Item	1900-S		sedia ospiti - NERA	1,00	PZ	Paired	DTT25-000053	107229	106034	Item	1900-S		1	Sedia	
→ New	G/L Account	010099			0,00											

Yellow lines are in Unconfirmed status because a receipt/shipment line was found for pairing, but there is a difference (exemple in the quantities). This happens when the pairing level is set to Certain.

Black lines are in Not Paired status. These lines reference a receipt/shipment in the XML file that was not found in the system.

Red lines are in Excluded status. This status can only be set manually using the dedicated header button. Lines in this status will not be created.

Exchange Line ▾							Pairing Document Lines ▾								
Pairing Status	Type	No.	Variant Code	Description	Quantity	Unit of Measure Code	Pairing Status	Vendor Shipment No.	Document No. T	Order No.	Type	No.	Item Reference No.	Qty. Rcd. Not Invoiced	Descrip
Excluded	Item	1896-S		Scrivanla ATENE	1,00	PZ	Not Paired	DTT25-000053	107229	106034	Item	1896-S		1	Scrivar
Paired	Item	1900-S		sedia ospiti - NERA	1,00	PZ	→ Paired	DTT25-000053	107229	106034	Item	1900-S		1	Sedia
→ New	G/L Accou...	010012			0,00										

You can manage the line status using the dedicated header buttons:

- **Pair:** select the lines to be matched in both panels and click the button.
- **Confirm All:** all lines in unconfirmed status are confirmed and become Paired.
- **Auto Pairing:** sent the same pairing process that you have during the file import.
- **Unpair:** select the lines in both panels and remove the match.
- **Unpair All:** removes the match from all lines.

Electronic Invoice Lines Pairing

21 · 1

↔ Pair
↔ Unpair
✱ New
✕ Exclude

↔ Pair
📄 Confirm All
⚡ Auto Pairing

Total Lines

Electronic Invoice Lines Pairing

21 · 1

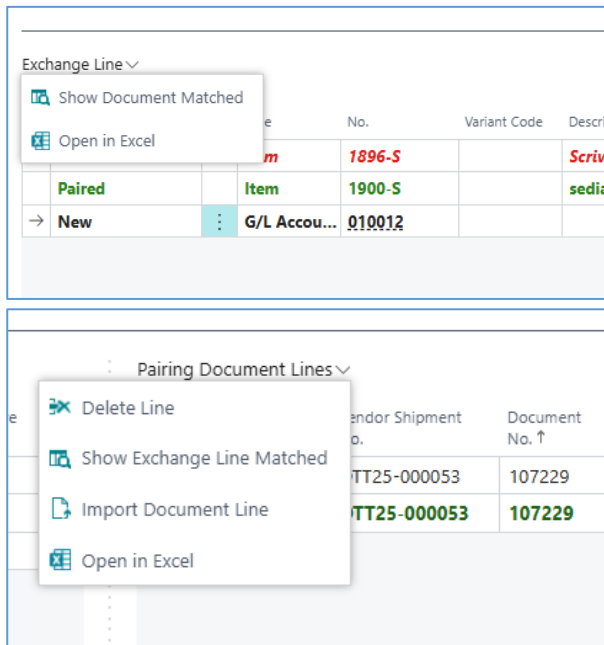
↔ Pair
↔ Unpair
✱ New
✕ Exclude

General

↔ Unpair
↔ Unpair All

Paired Lines

On each panel, there is a Show Documents Matched / Show Exchange Line Matched button that allows you to view the correlation between the paired lines.



If the matching process does not find the corresponding receipt/return shipment, it can be imported manually using the **Import Document Line** button in the right panel.

The unbilled receipt/return shipment lines for the specific vendor are displayed, and the user can select which ones to import.

7.2.3 Document creation

After completing of the pairing, it is possible to proceed with sending again the "Ffile check". The document is valid only if all the lines have one of the following status: Paired, New, Excluded.

You can now proceed with creating the document as usual.

Lines paired with a receipt or return shipment are generated using the Get Receipt/Return Shipment Lines function.

Lines with a status of New are created using the provided information.

For all the lines, the prices and discounts specified in the XML file are applied that overwrite those set during the creation of the order.

For all the lines, the posting category specified in the pairing lines is used as seen before.

7.3 Management of documents with negative total amount

In the case of imported XML with document type invoice (document typology different from TD04) and negative Document Total amount (invoice from telephone firms and other supplies) the process will create a document with type credit memo.

The process Create Document → Create Purchase Document will create a Credit memo. After posting the credit memo, will be showed a posted credit memo.

In the case of credit notes (TD04) the system always creates a credit note by default regardless of whether the document total is positive or negative. It remains possible to force the creation of an invoice by placing the "Force Invoice" flag in the exchange header.

7.4 Import cancellation

To cancel an import from the incoming document page is possible to open the specific record and click on Incoming Document → Remove Reference to record.

← INCOMING DOCUMENT

CRONUS IT fatt elett. · IT08973230967_BWO

Process Release Status Incoming Document OCR Request Approval More options

Open Record Open Exchange Remove Reference to Record Data Exchange Types

Description	IT08973230967_BWO6R	OCR Service Doc. T...	
Link to Document		OCR Service Doc. T...	
Main Attachment	IT08973230967_BWO6R.xml	OCR Result	
Data Exchange Type	FATTELETT	Created Date-Time	24/03/2020 12:36
Record	Purchase Invoice - 107433	Created By User N...	FROMERIO
Status	Created	Released Date-Time	24/03/2020 12:36
Exchange Status	Released	Released By User ...	FROMERIO
OCR Status		Last Date-Time Mo...	16/04/2020 15:50
OCR Track ID		Last Modified By U...	NROSINA
Job Queue Status		Posted	☐
		Posted Date-Time	

Figure 74 Remove Reference from Record

It is not possible to use this function if the document is posted. The process will check if a purchase invoice/credit memo exists and, in this case, it deletes the document and the reference on the incoming document page. If no purchases document exists, it checks if there is a related record on the exchange import (page from which is possible to create a purchase document) and if find it deletes the exchange import and the reference on the incoming document page.

Therefore, it is possible to make the process again or to delete definitely the incoming document.

8 UNMANAGED DATA

8.1 Unmanaged Information

Below the sections of the XML schema unmanaged by the process. This information is not mandatory.

Section	Name	Note
1.2.1.3.2	Name - Surname - Title	The fields could be used for Company of Individual Person. Business Central do not manage Company of Individual Person. Eventually these fields could be added in the Public Administration Setup.
1.5	TerzoIntermediarioSoggettoEmittente	This section must be exported in the case the XML is created by a third subject in the name of the Seller's/provider. The whole section is not exported. Eventually it could be added a field in the Public Administration Setup where indicate the Vendor Code of the Third Subject and read data from the Vendor Card.
2.1.1.5	<DatiRitenuta>	It refers to withholding data (of the Seller's/provider) in the sales invoice. Business Central do not manage the posting of Sales invoice with withholding tax. The whole section is not exported.
2.1.1.7	<DatiCassaPrevidenziale>	It refers to pension contributions data (of the Seller's/provider) in the sales invoice. Business Central do not manage the posting of Sales invoice with pension contributions. The whole section is not exported.
2.1.7	<DatiSAL>	It refers to invoice posted for progress phases. Not managed.
2.1.10	<FatturaPrincipale>	Section to be completed in the case of invoices for ancillary operations, issued by the 'haulier' to take advantage of the facilities for registration and payment of VAT. The whole section is not managed.
2.2.1.7	Starting Competence Date and Ending Competence Date	They refer to service and they indicate the period in which the service was performed. They are not exported.
2.2.1.13	<Ritenuta>	In the sales invoice the Withholding is not managed.
2.4.2	<DettaglioPagamento>	The section is managed for mandatory fields and fields found in Business Central.

9 EXPORT PURCHASE DOCUMENTS FOR THIRD PARTY ISSUER AND VAT INTEGRATION

The system allows to export two type of invoices/ credit memo:

- Third party Issuer documents: the company sends the documents to the sdi instead of the supplier.
- Purchase VAT integration: the company sends to SDI the information about VAT integration, self-invoice for splaphoning and invoice non received or wrong.

ATTENTION: the process doesn't manage non-deductible VAT.

9.1 Vendor

To export xml from purchase documents it is necessary to complete some vendor fields.

Fields:

- **Electronic Invoicing version:** is possible to select the version to use for the export different from the one in the main setup.
- **Liquidation status:** select if the vendor company is in liquidation or not,
- **Authority County:** complete with the county code.
- **REA No.:** complete with the company registration number.
- **Company Type:** complete with the correct company type.

Electronic Invoicing			
Driving License		Authority County	
Electronic Invoicing Version	v	REA No.	
Liquidation Status	v	Company Type	01

Figure 75 Vendor card

9.2 Purchase documents

The invoices/credit memos are created and posted as usual. From the posted documents is possible to create the xml file.

9.2.1 Document Type

The document type can be linked to the reason code or manually selected.

Based on the type chosen, the system behaves differently:

- Blank, TD01, TD04: in these cases, the system exports a third-party issuer document.
- TD16, TD17, TD18, TD19, TD22, TD23, TD28: in these cases, the system exports a VAT integration document. The integration can be done by using reverse charge VAT or with a linked self-billing sales document.
- TD20, TD21, TD29: in these cases, the system exports the invoices for splaphoning or regulation.

Elet. Inv. Document Types: All													
Code 1	Description	Sales	Purchase	Invoice	Credit Memo	Simplified	Third Party Issuer	Abroad	Splaphoning	No Payment Data	Integration	Reverse Or Memo Amounts	Import Ignore
TD01	fattura	☒	☐	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
TD02	acconto/anticipo su fattura	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD03	acconto/anticipo su parcella	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD04	nota di credito	☒	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐
TD05	nota di debito	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD06	parcella	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD07	semplificata	☒	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐
TD08	nota credito semplificata	☒	☐	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐
TD09	nota debito semplificata	☒	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐
TD16	integrazione fattura reverse charge interno	☐	☒	☒	☐	☐	☐	☐	☐	☒	☒	☒	☒
TD17	integrazione/autofattura per acquisto servizi dall'estero	☐	☒	☒	☐	☐	☐	☒	☐	☒	☒	☒	☒
TD18	integrazione per acquisto di beni intracomunitari	☐	☒	☒	☐	☐	☐	☒	☐	☒	☒	☒	☒
TD19	integrazione/autofattura per acquisto di beni ex art.17c-2 DPR 633/72	☐	☒	☒	☐	☐	☐	☒	☐	☒	☒	☒	☒
TD20	Autofattura per regolarizzazione e integrazione delle fatture (ex art. 6 c-9-bis d.lgs. 471/97 o art. 46 c.5 d.l. 331/93)	☐	☒	☒	☐	☐	☐	☐	☐	☒	☐	☐	☒
TD21	autofattura per splafonamento	☐	☒	☒	☐	☐	☐	☐	☒	☒	☐	☐	☒
TD22	estrazione beni da Deposito IVA	☐	☒	☒	☐	☐	☐	☐	☐	☒	☐	☒	☒
TD23	estrazione beni da Deposito IVA con versamento dell'IVA	☐	☒	☒	☐	☐	☐	☐	☐	☒	☐	☒	☒
TD24	fattura differita di cui all'art. 21, comma 4, lett. a)	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD25	fattura differita di cui all'art. 21, comma 4, terzo periodo lett. b)	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD26	cessione di beni ammortizzabili e per passaggi interni(ex art.36 DPR 633/72)	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD27	fattura per autoconsumo o per cessioni gratuite senza rivalsa	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
TD28	acquisti da San Marino con IVA (fattura cartacea)	☐	☒	☒	☐	☐	☐	☒	☐	☒	☒	☒	☒
TD29	comunicazione per omessa o irregolare fatturazione (art. 6, comma 8, D.Lgs. 471/97)	☐	☒	☒	☐	☐	☐	☐	☐	☒	☐	☐	☒

Figure 76 Document Types

9.2.2 Documents for VAT integration

To create the xml for VAT integration there are two possibilities:

- Use Reverse Charge VAT: in this case, the system automatically exports the purchase document amount and the relative VAT amounts or the operation nature.
- Link a sales self-billing document: is possible to select the self-billing invoice on the posted documents with the field Linked Sales Document No.. In this case, the data are gotten from the linked document.

The same modes can be used on credit memos. The credit memos amounts are export with the opposite sign.

Electronic Invoicing	
Electronic Invoicing Status	Valid
Fattura Stamp	☐
Document Type Code	TD17
Total Vehicle Path	
Vehicle Transport Date	
Linked Sales Document No.	20-CX010013

Figure 77 Linked sales document

9.2.3 Additional documents and Linked documents

It is possible to insert additional or linked documents for header and lines such as for the sales documents.

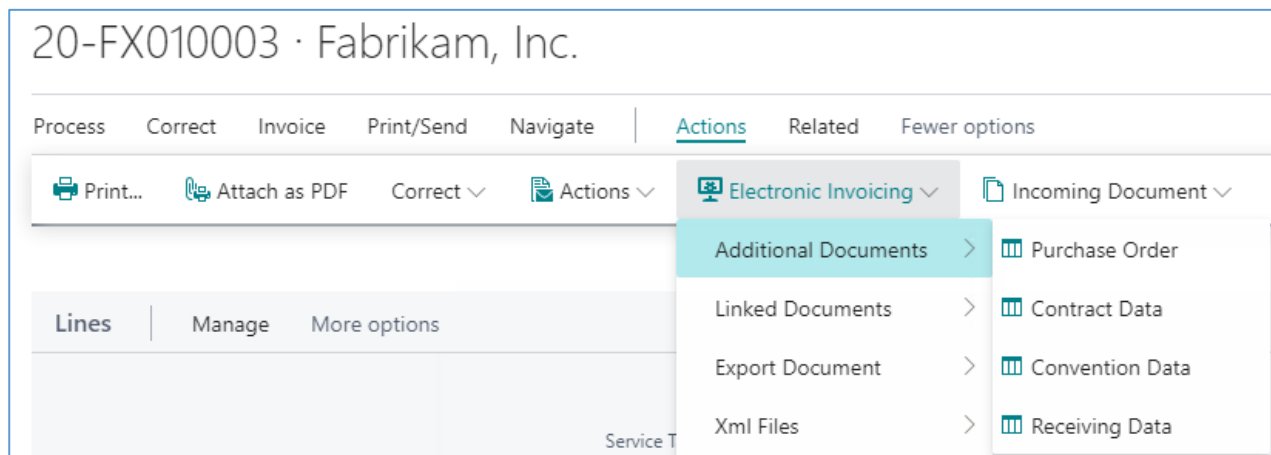


Figure 78 Linked and Additional documents

9.3 Export purchase documents

The posted document can be exported by using the appropriate button.

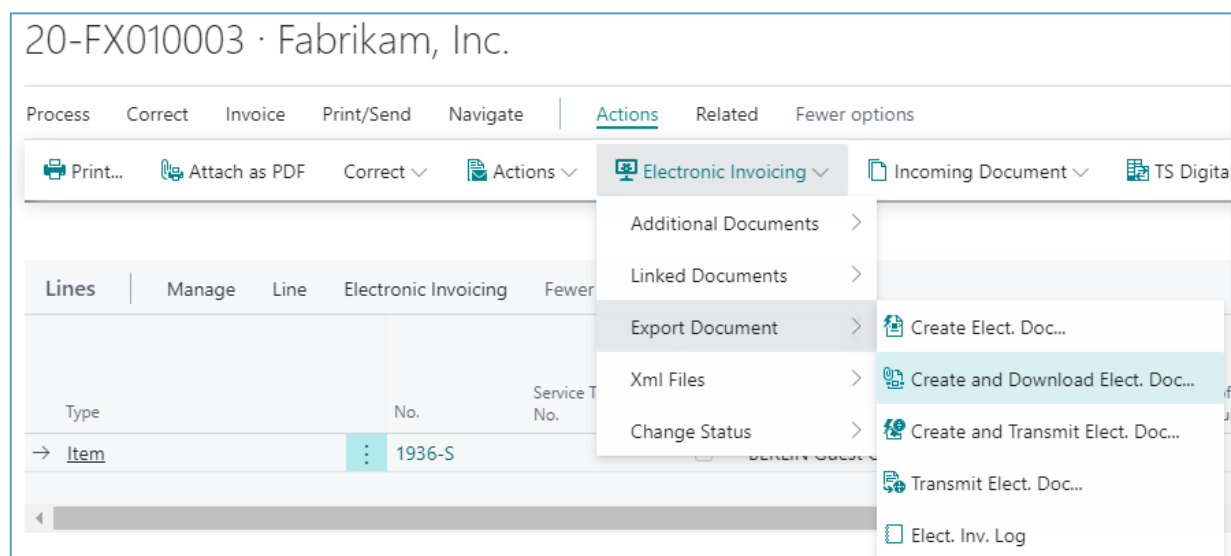


Figure 79 export purchase document

9.4 Controls

There are some controls linked to the document type:

- For types TD17, TD18 e TD19 the field buy to country code must be different from the company information country code.
- For type TD21 the VAT registration number must be the same of the company information.
- For type TD28 the field buy to country code must be SM.
- For types TD01, TD16, TD17, TD18, TD19, TD20, TD28, TD29 the vendor cannot have the same fiscal data (VAT registration and fiscal code) of the company.

It is possible to change the document type after the xml export. In this case a confirm message appear.

9.5 Exported data for Vat integration

The xml data are export in this way:

- Date: for the reverse charge VAT is the purchase posting date. For the documents with a linked document is the posting date of the linked document. For types TD20/TD21/TD29 is the posting date. For type TD28 is the document date of purchase invoice.
- Document number: for reverse charge VAT is the reverse charge document number. For the documents with a linked document is the linked document number. For types TD20/TD21/TD29 is the purchase document number. For type TD28 is the vendor invoice number of purchase invoice.
- Line details: For the documents with a linked document the lines of the linked document are exported. In the other case the purchase lines are exported.
- VAT summary: the data is exported based on what is exported in the detail lines.
- Payment data: not exported.

10 Copilot Integration

The integration with Copilot improves the Electronic Invoicing for Italy solution by introducing advanced AI-based embeddings research capabilities to support the review of electronic invoice data.

By importing purchase invoices from XML files from incoming documents, Copilot can perform semantic research to automatically match invoice lines with the corresponding items, G/L accounts, variants, and item charges. This functionality allows Copilot to interpret the content and descriptions of the lines, facilitating the matching process.

To use this feature, the “Copilot Functionality” section must first be set in the electronic invoicing setup (see paragraph 2.2).

10.1 Alterna Copilot Settings

Each customer may need to create their own model, or use a particular one, at their own discretion.

Each GPT model created on Azure is characterized by 3 values:

- **Endpoint:** Specifies the URL of the subscription where the model was created.
- **Deployment:** Specifies the model name.
- **Secret Key:** Specifies a secret string required to obtain output from the model.

Through the “**Alterna Copilot Settings**” page it is possible to specify, for each Copilot capability developed by Alterna, the GPT data to be used.

Alterna Copilot Settings

✓ Saved

🔍

📄

Edit List

🔗

🔍

☰

App Name ↑	Capability ↑	Status	Endpoint	Deployment	Secret Key
→ <u>Alterna Copilot Library</u>	⋮ Generate Embeddings (Alterna)	Active	https://platform...	platformbc-t...	

For each **App-Capability** pair it will be necessary to fill in the fields mentioned above taking them from a GPT model.

When all fields are filled in, the functionality will be ready to be used on your environment.

10.2 Entities

It is possible to codify the following type of entity:

- Items
- G/L accounts.
- Variants.
- Item charges.

From the entity list, it is possible to codify a single element or select more than one and made a multiple codify by clicking on the specific “**Generate Embeddings with Copilot**” button.

Items

✕ You can get the sales forecast updated automatically every week. Set Up Scheduled Forecasting | Don't ask again

Search New Manage Home Item Prices & Discounts Attributes Report Actions Related Reports Queries Fewer options

Adjust Inventory Copy Item

No. ↑	Flow Status	Description	Type
001		Bike	Inventory
1000	STATO2	Bicicletta	Inventory
1001	TO APPROVED	Cicloturismo	Inventory
1100	TO APPROVED	Ruota anteriore	Inventory
1110		Cerchione	Inventory
1120		Raggi	Inventory
1150		Mozzo anteriore	Inventory
1151		Assale anteriore	Inventory
1155		Cavità anteriore	Inventory
1160		Pneumatico	Inventory
1170		Tubo	Inventory
1200		Ruota posteriore	Inventory
1250		Mozzo posteriore	Inventory
1251		Assale posteriore	Inventory
1255		Cavità posteriore	Inventory
1300		Asse catena	Inventory

History

- Sales Prices & Discounts
- Periodic Activities
- Request Approval
- Workflow
- Functions
- Requisition Worksheet
- Item Journal
- Item Reclassification Journal
- Item Tracing
- Adjust Item Cost/Price
- Apply Template
- Forecast
- Quick Flow
- Advanced Trade

Generate Embeddings with Copilot

Other

Production BOM No. Routing No.

Production BOM No.	Routing No.
1000	1000
1000	1000
1100	1100
1150	1150
1200	1200
1250	1150

After the generation of the embeddings for one or more elements, the “**Embeddings Ready**” flag is automatically set.

Items

Search New Manage Home Item Prices & Discounts Attributes Report ...

No. ↑	Production BOM No.	Routing No.	Base Unit of Measure	Cost is Adj...	Unit Cost	Vendor No.	Embedding Ready
001			PZ	☐	0,00		☒
1000	1000	1000	PZ	☐	350,595		☒
1001	1000	1000	PZ	☐	350,595		☒
1100	1100	1100	PZ	☐	129,671	20000	☐

If you want to remove the embedding from one or more elements, you can select them and click the “**Delete Copilot Embeddings**” button; the flag will be automatically disabled.

WARNING: The greater the number of coded entities, the longer Copilot will take to complete the matching process

10.3 Manage Copilot Embeddings

It is possible to manage the embeddings of the entity also massively from the “Manage Copilot Embeddings (EII)” report.

In the “Parameters” section, it is possible to specify which action you want to do between “**Generate**”, “**Re-generate**” or “**Delete**” for items, G/L accounts, variants, item charges or descr. mapping setups based on the enabled flags.

It is possible to apply also other filters for each type of entity, if you do not apply any filter, the embeddings will be generate, re-generate or delete for all the entities.

Manage Copilot Embeddings (EII)

Parameters

Operation

Generate

Process Descr. Mapping Setups

Process Items

Process Item Variants

Process Item Charges

Process G/L accounts

Filter: Description Mapping Setup

Vendor No.

Code

Filter...

Filter: Item

No.

Vendor Item No.

Blocked

Purchasing Blocked

Filter...

Schedule...

OK

Cancel

10.4 Description Mapping Setup

It is possible to generate specific embeddings for line matching with Copilot by completing the "Setup Description Mapping" table (as described in section 3.6), setting the Search Type to **"Semantic (with Copilot)"**.

Description Mapping Setup											
✓ Saved											
+ New Edit List Delete Actions Fewer options											
Vendor No. ↑	Code ↑	Description	Search Mode	Type	No.	Variant Code	Gen. Prod. Posting Group	VAT Prod. Posting Group	Copilot Addition	Embedding Ready	
→	BICI	bicicletta nera in carbonio	Semantic (with Copilot)	Item	1000		DETTAGLIO	IVA20	☐	☒	
	LAMPADA	lampadina smart	Semantic (with Copilot)	Item	SP-BOM1106		MATERIE PRIME	IVA STANDARD	☐	☒	
	MAGLIETTA	MAGLIETTA AZZURRO SCURO	Semantic (with Copilot)	Item	70069		DETTAGLIO	IVA20	☐	☒	
	MATITE	Matite colorate	Semantic (with Copilot)	Item	70070		DETTAGLIO	IVA20	☐	☒	

After defining the setup for semantic search, you need to select the desired fields and generate their embeddings by clicking **"Generate Embeddings with Copilot"**. To delete the embeddings for one or more lines, you can click the **"Delete Copilot Embeddings"** action.

Description Mapping Setup

+ New Edit List Delete

Actions Fewer options

Vendor No. ↑

Code ↑

Description

→

BICI

bicicletta nera in carbonio

Generate Embeddings with Copilot

Generate Embeddings with Copilot

Delete Copilot Embeddings

10.5 Line Matching

When importing a purchase invoice and opening the Electronic Invoicing Exchange page, in the "Electronic Invoice Lines" section, it is possible to click on the "Suggest with Copilot" button to start the line matching process.

Electronic Invoicing Lines							
New Line Delete Line Suggest with Copilot							
Type of assignment	Type Code	Code Value	Description	Quantity	Unit of Measure Code	Unit Price	
→	:		Bicicletta	1,00	PZ	350,60	

Note: Copilot will perform line matching only for lines with a quantity or price different from zero.

Extra Shipping Code

Payment Terms

Suggest Exchange Lines with Copilot Preview

AI-generated content may be incorrect

Terms of use Learn more

Document Exchange Header: TD01 54115

No. Of Suggested Lines 1 of 1 lines

Suggested Exchange Lines

Entry No. ↑	Description	Suggested Type	Suggested No.	Suggested Variant Code	Match Level	Save	Add To Descr. Mappi...	Details
→ 100 :	Bicicletta	Item	1000	BIC12	Relevant	☒	☒	6 total suggestions.

Run Check Procedure After Saving ☒

Save

Regenerate

Discard

Search Mode

A window opens showing the suggestions for line matches proposed by Copilot.

Within the suggested exchange lines, the following datas are displayed:

- **Entry No.:** it shows the entry number related to the line.
- **Description:** it shows the description of the item/G/L account/variant/charge as reported in the invoice.
- **Suggested Type:** it indicates the type of entity suggested based on the information in the invoice.
- **Suggested No.:** it indicates the suggested item /G/L account/variant/charge code number.
- **Suggested Variant Code:** if variants are present, it shows the suggested variant code.
- **Match Level:** it indicates the confidence level between the invoice and the suggested embedding.
- **Save:** this flag indicates that the suggestion will be applied to the exchange lines.
- **Add to Description Mapping:** when this flag is enabled, the embedding is automatically added to the Description Mapping setup.
- **Details:** it shows the total number of suggestions for the line match. You can click this value to open the table of suggested exchange lines.

Suggested Exchange Lines (All) - 100 - "Bicicletta"							
Edit List							
Source Record Type	Source Record Descr.	Type	No.	Variant Code	Match Level	Save	
→ Item Variant :	Bicicletta - bicicletta 2	Item	1000	BIC12	Relevant	☒	
Item	Bicicletta	Item	1000		Relevant	☐	
Descr. Map...	bicicletta nera in carbonio	Item	1000		Relevant	☐	
Descr. Map...	moto da strada	Item	1001		Suggestion	☐	
Item	Cicloturismo	Item	1001		Suggestion	☐	
Item	Bike	Item	001		Suggestion	☐	

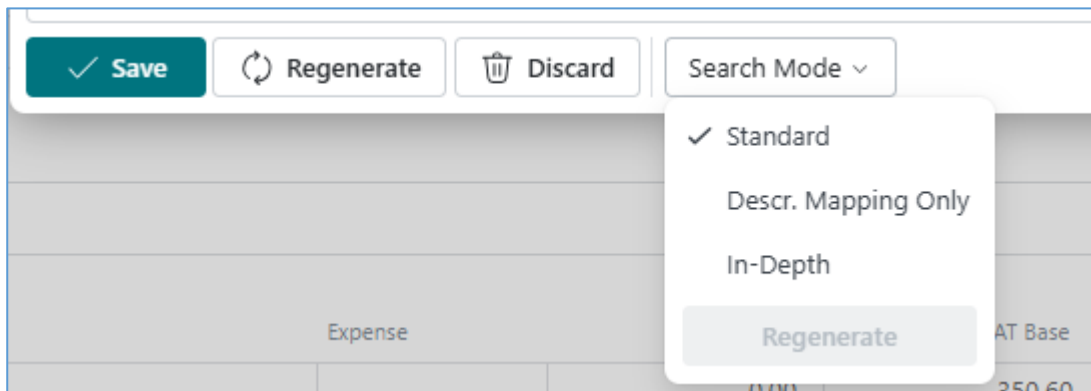
This table displays the source of the suggestion and the description from the imported file used for embedding generation. You must specify which suggestion to use for the matching by setting the **"Save"** flag, which can be selected on only one line.

Once the desired suggestion is selected, click **Close** to return to the previous page.

By enabling the **"Run Check Procedure After Saving"** flag, the check procedure related to the Exchange header will automatically be send after saving and closing the Copilot window.

It is also possible to change the previously selected search mode in the setup and regenerate the embeddings by clicking the "Regenerate" button.

If the generated embeddings do not produce the desired results, you can ignore the suggestions by clicking "Discard".



10.6 Embeddings Mapping

With Microsoft Copilot, the embeddings are used to smartly compare text descriptions with data in Business Central, even if the wording is different.

Copilot checks the following information of the entities to find the matches:

- **Items:** No., Description, Description 2, Vendor Item No.
- **G/L Accounts:** No., Name, Category, Subcategory.
- **Item Charges:** No., Description.
- **Item Variants:** Code, Description.
- **Description Mapping Setup** (custom table from *Electronic Invoicing for Italy*): Description.

Accurate results depend on the quality of the descriptions in both the XML files and the master data of the entities.

Thanks to Copilot integration, manual work during invoice line coding is reduced, and item and account selection becomes more accurate and consistent.

ATTENTION: Mapping is assisted but the documents are not posted or approved automatically. To use this feature, Microsoft **Copilot must be active and properly licensed** in the Business Central companies. It works best with descriptions in Italian or English.

11 SUBSCRIPTION

Each App functionality requires a valid subscription.

With the first installation, the system activates automatically a trial period.

At the end of the trial period is possible to subscribe a product level (functionality) using the Alterna Apps or directly from the system notifications, by clicking on the link that will open the product activation wizard.