

## INSTALLATION & QUICK SETUP – eSign Facturae

This document indicates the steps to follow to use eSign Facturae app.

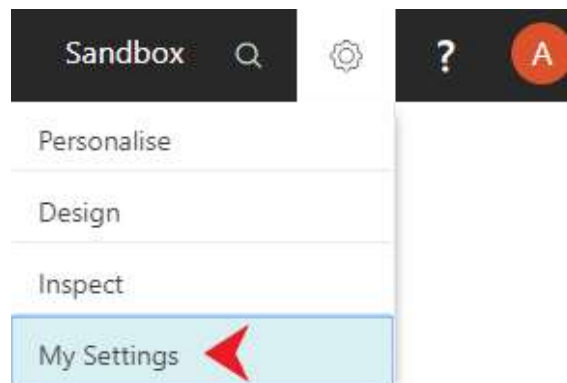
### Change dashboard interface

The homepage related with the eSign Facturae interface can be changed as follows, if it is not already established:


On the top right corner search for a **settings icon** and click it.




Then clicking on **My Settings**, a new window will pop up.



On the Role Center row, click the **dots** to unfold the list.

EDIT - MY SETTINGS 

Role .....	eSign Facturae	...
Company .....	CRONUS ES	...
Work Date .....	06/04/2020	
Region .....	Spanish (Spain)	...
Language .....	English (United States)	...
Time Zone .....	(UTC+01:00) Amsterdam, Berlin, Bern, ...	...
Notifications .....	<a href="#">Change when I receive notifications.</a>	

Your last sign in was on 06/05/20 08:10.

OK

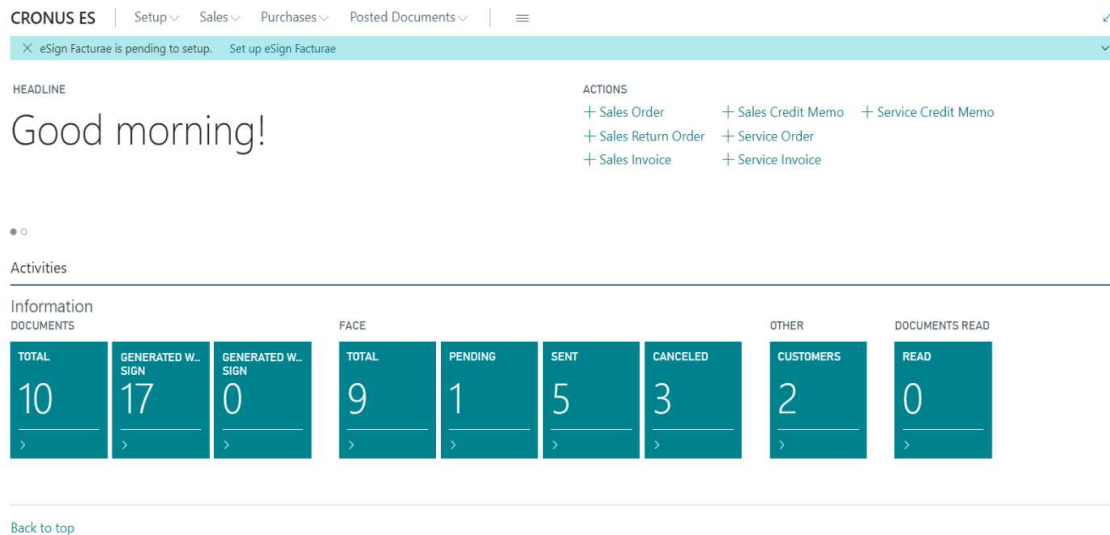
Cancel

At the end of the list you can find the eSign Facturae. Please select it and then click OK to confirm your action.



Administration
Administration of users, user groups and permissions
Business Manager
Dispatcher - Customer Service
→ eSign Facturae
Finance

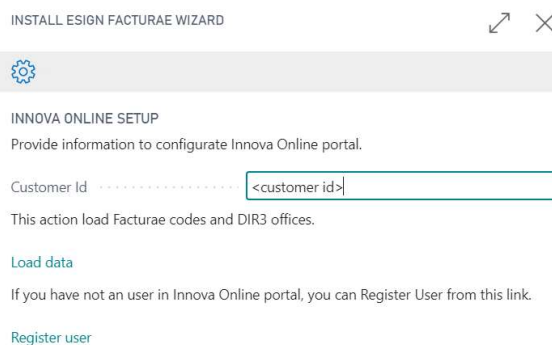
Once time in the eSign Facturae role center, we must configure the solution through the Install Wizard. You should be click in “Set up eSign Facturae” from notification bar.



Information DOCUMENTS			FACE				OTHER	DOCUMENTS READ
TOTAL	GENERATED W. SIGN	GENERATED W. SIGN	TOTAL	PENDING	SENT	CANCELED	CUSTOMERS	READ
10	17	0	9	1	5	3	2	0

The Install Wizard has five steps to configure:

1. Innova Online Setup: Data from Innova Online portal. The Customer Id are in the last section of document. The first time you should execute the action “Load Data” to load Facturae Codes and DIR3 Offices.



INSTALL ESIGN FACTURAE WIZARD

**INNOVA ONLINE SETUP**  
Provide information to configure Innova Online portal.

Customer Id ..... <customer id>

This action load Facturae codes and DIR3 offices.

[Load data](#)

If you have not an user in Innova Online portal, you can Register User from this link.

[Register user](#)

Back Next Finish

2. Company information: you will complete data from the Company. The Industrial Classification field is mandatory too in order to generate documents.



INSTALL ESIGN FACTURAE WIZARD

COMPANY INFO

Provide information to generate Facturae document.

Residence Type	Resident
Book	1
Registration Number	2
Sheet	3
Page	4
Section	5
Volume	6
Other Registry Data	7
Industrial Classification	12345

Back Next Finish

- eSign Facturae Setup: Data to process documents Facturae. A Body Layout must be configured from report 7096773 (INNESGFEHeadersBodyEmail) - (Headers Body Email). This body layout is for sending email to customers. The Amount Credit Memo negative allow create the XML file with amounts in negative. The Certificate Id and Certificate Password are in the last section of document.

ESIGN FACTURAE SETUP

Provide information to configurate Facturae.

Default Language	es
Default Currency	EUR
Certificate Id	<certificate id>
Certificate Password	*****
Sign Document	<input checked="" type="checkbox"/>
Services Active	<input checked="" type="checkbox"/>
Amount Credit Memo Negative	<input checked="" type="checkbox"/>
Actions for Document	Save in database
Subject Mail	eSign Facturae
Email Body Layout Code	7096773-000001
Email Body Layout Description	Copia de Diseñado integrado

Back Next Finish

- Purchase configuration: Data to create vendors and serial numbers to Document imported (Documents Read) and Invoices and Credits Memo.





#### PURCHASE CONFIGURATION

Provide information to configure the purchases

General business posting group create vendor	NAC
VAT business posting group create vendor	NAC
Vendor posting group create vendor	NAC
Payment method create vendor	GIRO
Payment terms create vendor	10 DÍAS
Header read nos.	EFPURCH
Invoice nos.	C-FAC
Credit memo nos.	C-AB

Back

Next

Finish

5. Manual steps: The steps to configure manually are: Facturae codes, DIR3 Offices, Currencies, Languages, Countries, Units of measure, Payment methods and VAT posting Setup.



#### MANUAL STEP

The next step must be configured manually.

Facturae Codes

DIR3 Offices

Currencies

Languages

Countries

Units Of Measure

Payment Methods

VAT Posting Setup

Back

Next

Finish

For configure Currency, for example, we must fill Factura Code in Currency.

HOME ACTIONS REPORT										
New	Edit	View	Delete	Suggest Accounts	Change Payment Tolerance	Exch. Rates	Adjust Exchange Rate	Exchange Rate Services	Update Exchange Rates	Open in Excel
New	Manage					Process	Exchange Rate Adjust. Register	Exchange Rate Service		Page
CURRENCIES + New										
CODE	LAST DATE ADJUSTED	BILL GR... - CO...	BILL GR... - DIS...	PA... OR...	LAST DATE MODIFIED	PAYMENT TOLERANCE %	MAX. PAYMENT TOLERANCE AMOUNT	CURRENCY FACTOR	FACTURAE CODE	
TRY	...				03/07/2018	0	0.00	1,052,170		
UGS	...				03/07/2018	0	0	1,300,390,117		
USD	...				03/09/2018	0	0.00	0,995124	USD	

When configure Currency, for example, the color will be Green.



MANUAL STEP  
The next step must be configured manually.

- Facturae Codes
- DIR3 Offices
- Currencies
- Languages
- Countries
- Units Of Measure
- Payment Methods
- VAT Posting Setup

Back
Next
Finish

All red entities must be configured.

Other screens:

Languages

+ New
Edit List
Delete
Open in Excel
Actions
Less options

LANGUAGES + New

CODE	NAME	WINDOWS LANGUAGE ID	WINDOWS LANGUAGE NAME	ISO 639-1 CODE	FACTURAE CODE
ESM	Español (México)	2058	Spanish (Mexico)	es-MX	
ESP	Español	1034	Spanish (Spain)	es-ES	es
ESS	Español (Argentina)	11274	Spanish (Argentina)		

Countries

+ New
Edit List
Delete
Process
Open in Excel
Navigate

COUNTRIES/REGIONS + New

CODE	ADDRESS FORMAT	CONTACT ADDRESS FORMAT	COUNTRY NAME	EU COUNTRY CODE	INTRAST... CODE	VAT SCHEME	FACTURAE CODE
AE	City+Post C...	After Comp...					
EE	Post Code+...	After Comp...		EE	EE	EE:VAT	
ES	Post Code+...	After Comp...		ES	ES	ES:VAT	ESP

Unit of Measure



Search New Edit List Delete Open in Excel | [Navigate](#) [Less options](#)

UNITS OF MEASURE New

CODE	DESCRIPTION	INTERNATIONAL STANDARD CODE	FACTURAE CODE
<u>BT</u>	Bote	CA	
CAJA	Caja	BX	
DÍA	DÍA	DAY	
HORA	Hora	HUR	
KG	kilo	KGM	
KM	Kilómetro	KMT	
MILES	Miles	1A	
PALET	PALET	PF	
PAQ.	PAQ.	PK	
UDS	Unidad	EA	01

## Payment Methods

Search New Edit List Delete [Process](#) Open in Excel | [Actions](#) [Less options](#)

PAYMENT METHODS New

CODE	COLLECT... AGENT	SU... FOR AC...	DIR... DE...	DIRECT DEBIT PMT. TERMS CODE	PMT. EXPORT LINE DEFINITION	BANK DATA CONVERSION PMT. TYPE	SII PAYMENT METHOD CODE	FACTURAE CODE
<u>BANCO</u>	Direct	<input type="checkbox"/>	<input type="checkbox"/>					
BNKDOMC...	Direct	<input type="checkbox"/>	<input type="checkbox"/>		BANKDATAC...	DomAcc2Acc		
BNKINTCO...	Direct	<input type="checkbox"/>	<input type="checkbox"/>		BANKDATAC...	IntAcc2Acc		
CAJA	Direct	<input type="checkbox"/>	<input type="checkbox"/>					
CHEQUE	Direct	<input type="checkbox"/>	<input type="checkbox"/>					
EFFECTO	Bank	<input type="checkbox"/>	<input type="checkbox"/>					
GIRO	Direct	<input type="checkbox"/>	<input type="checkbox"/>					15

## VAT Posting Setup

nac New Edit List Delete [Manage](#) [Process](#) Open in Excel [...](#)

VAT POSTING SETUP New

VAT BUS. POSTING GROUP	VAT CALCUL... TYPE	EC %	SAL... VAT ACC...	PUR... VAT ACC...	R... C... VAT A...	VAT CLAUSE CODE	EU SE...	TAX CATEGORY	NO TAXABLE TYPE	FACTURAE CODE
<u>NAC</u>	Normal VAT	0	4770001	4720001			<input type="checkbox"/>	S		01
NAC	Normal VAT	0	4770001	4720001			<input type="checkbox"/>	S		01
NAC	Normal VAT	0	4770001	4720001			<input type="checkbox"/>	S		01
NAC	Normal VAT	0	4770001	4720001			<input type="checkbox"/>	E		01
NAC	No Taxable ...	0	4770001	4720001			<input type="checkbox"/>	E		01



## Customers Setup

In order to use eSign Facturae solution, the field Generate Facturae must be checked in the customer card, and the other fields can be filled. The Language Code must be filled too.

← CUSTOMER CARD | WORK DATE: 03/07/2019 ✎ + 🗑 ✓ SAVED 🔍

### 10000 · Adatum Corporation

New Document Request Approval Navigate Customer More options

Shipping > Partial

Statistics >

#### eSign Facturae

Generate Document ☒

Residence Type

Entity Type

Name

First Surname

Second Surname

Corporate Name

XML Format

Gateway

Rounding precision

DIR3

Account Office

Management Body

Transact Unit

Proposing Body

Customer Picture

Attachments

Documents 0

Sell-to Customer Sales History

0	0	2
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders

## Generate Facturae Document

The process to generate the Facturae document is easy to follow. When a standard Invoice (sales or service) or Credit Memo (sales or service) is posted, the solution generates automatically the Facturae Document.

You can generate a Facturae document manually from the posted invoice document or “Facturae documents” entity.

*Note: In Company demo, the Facturae document only generate manually from posted documents.*

### Generate document from invoiced document

The first step is to generate the Invoice and fill up the next fields.



NEW - SALES INVOICE - 102223 · ADATUM CORPORATION

× In Demo Company, Facturae Document should be generated from Posted document.

Payment Method Code:  Invoice Type:

EU 3-Party Trade: ☐ Succeeded Company Name:

Succeeded VAT Registrati...:

Shipping and Billing >

Facturae

Invoice Type:  DIR3

Invoice Class:  Account Office:

Transfer/Debit Direct Bank...:  Management Body:

XML Format:  Transact Unit:

Gateway:  Proposing Body:

The fields Invoice Type and Invoice Class are filled from Invoice or Credit memo. The other fields are filled from Customer. Fill the next line:

← SALES INVOICE

102230 · Adatum Corporation

Notifications: 3 This customer has an overdue balance. | In Demo Company, Facturae Document should be generated from Posted document. | In Demo Company, ePDF Document sh

Posting Invoice Release Request Approval Actions Navigate Less options

General

Customer Name:  Due Date:

Contact:  Posting No.:

Posting Date:

Lines Manage More options

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT
G/L Account	7000002	Ventas mercad. UE		1		100.00		100.00

And payment method GIRO and VAT Bus Posting Group NAC:



Invoice Details		Show more	
Currency Code	<input type="text"/>	Department Code	<input type="text"/>
Shipment Date	01/05/2019	Customergroup Code	<input type="text"/>
Applies-to Doc. Type	<input type="text"/>	Payment Discount %	0
Applies-to Doc. No.	<input type="text"/>	Direct Debit Mandate ID	<input type="text"/>
<b>PAYMENT</b>		<b>SII INFORMATION</b>	
Pay-at Code	<input type="text"/>	Operation Description	<input type="text"/>
Cust. Bank Acc. Code	<input type="text"/>	Special Scheme Code	01 General
Prices Including VAT	<input type="checkbox"/>	Invoice Type	F1 Invoice
VAT Bus. Posting Group	NAC	ID Type	<input type="text"/>
Payment Terms Code	PM	Succeeded Company Name	<input type="text"/>
Payment Method Code	GIRO	Succeeded VAT Registration No.	<input type="text"/>
EU 3-Party Trade	<input type="checkbox"/>		

When the invoice is posted, we access to the posted invoice document and generate the Facturae Document.

← POSTED SALES INVOICE

103224 · Adatum Corporation

Invoice Correct Print/Send **Actions** Navigate Less options

Navigate Functions Activity Log Incoming Document Invoice eSign Facturae eSign ePDF

Generate Document

Invoice Discount Amount Excl. VAT		16,00
Total Excl. VAT (EUR)	100,00	Total Incl. VAT (EUR) 116,00

**Invoice Details**

Currency Code		SII INFORMATION
Shipment Date	01/05/2019	Operation Description
Payment Terms Code	PM	Special Scheme Code
		01 General
		Invoice Type
		F1 Invoice
		ID Type
		Succeeded Company Name
		Succeeded VAT Registration No.

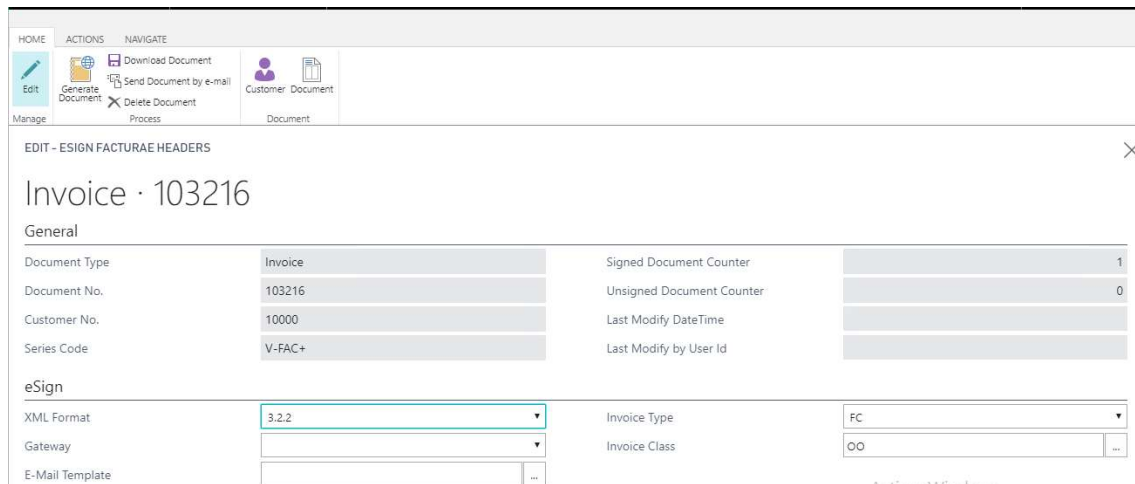
The result

**i** Facturae Document and Facturae File successfully generated.

OK

When the document is generated, we can access the following screen from action eSign Facturae → Document.





The screenshot shows the 'EDIT - E-SIGN FACTURAE HEADERS' form for Invoice 103216. The form is divided into two main sections: 'General' and 'eSign'.

**General Section:**

Document Type	Invoice	Signed Document Counter	1
Document No.	103216	Unsigned Document Counter	0
Customer No.	10000	Last Modify DateTime	
Series Code	V-FAC+	Last Modify by User Id	

**eSign Section:**

XML Format	3.2.2	Invoice Type	FC
Gateway		Invoice Class	OO
E-Mail Template			

*Note: This process applies to both sales & services invoices (and corresponding credit memos)*

This entity is to generate the XML document and sign it in the Innova Online portal. The entity can be modified and can be generated afterwards or repeated.

From this page, we can proceed with the next action:

- Generate document
- Download document
- Send document to customer email
- Delete document

*Note: The document generation can have limits in Innova Online portal depending of the selected plan.*

### Send to Face

A signed document can be sent to FACe connector (Spanish administration). You can use the "Production" or "Staging" environment. In this case, we should execute the action "Send invoice" to "Staging" environment.



Invoice · 103236

Actions    Navigate

Document ▾    Face ▾

General >

Production >

Staging >

eSign >

Batch Identifier >

Buyer Party >

Face

Register number .....		Cancellation tracking code .....	
Processing code .....		Face status .....	Pending
Processing description .....		Face date send .....	
Processing tracking code .....		Face date check .....	
Cancellation code .....		Face date cancel .....	
Cancellation description .....			

The system responses with different messages: success, error, etc. This message says that there is an invoice with this number in Face.

Error sending Face request:  
Code: 415  
Description: Ya existe una factura con serie = 'V-FAC+', número 103237 y fecha de expedición 20200721, con registro 202001030412  
Tracking code: 5f1e92d733492

OK

## Import Facturae Document

The functionality Import Facturae document allows import an XML document in format Facture to generate a Purchase Invoice for a vendor.

You can access to the Documents Read to import a new Facturae Document.

### Activities

#### Information DOCUMENTS

CREATED	SIGNED DOCUMENTS	UNSIGNED DOCUMENTS	CUSTOMERS	DOCUMENTS READ	TOTAL
1	2	0	1	25	8
>	>	>	>	>	>

Select the action “Import” and select a xml file with format Facturae.



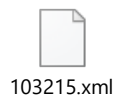
← READ | WORK DATE: 14/05/2020

Search Manage Open in Excel Actions Fewer options

Import

Document no. ↑	XML Format	Vendor identification	Vendor resident type	Vendor person type	Vendor corporate name	Vendor name	Invoices/credit memos
EFP0001	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0002	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0003	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0004	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0005	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0006	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0007	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0008	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0009	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0010	3.2.2	77777777A	Resident	Legal	CRONUS ES		1
EFP0011	3.2.2	77777777B	Resident	Legal	FER ES		1

You can use the next file:



When the file is imported you can access it.

← ESIGN FACTURAE DOCUMENT READ | WORK DATE: 14/05/2020

EFP0026

Actions

General >

Batch Identifier >

Vendor

Vendor identification	77777777A	Vendor post code	28023
Vendor resident type	Resident	Vendor post code and city	
Vendor person type	Legal	Vendor county	Madrid
Vendor corporate name	CRONUS ES	Vendor country code	ESP
Vendor name		Vendor phone no.	91-2229788
Vendor first surname		Vendor fax no.	91-2229700
Vendor second surname		Vendor email	
Vendor address	Avenida Aragón, 5	Vendor web	
Vendor city	Madrid		

Invoices/credits memos Manage

Document no. ↑	Invoice no. ↑	Invoice type	Invoice class	Issue date	Currency code	Language	Invoice total
→ EFP0026	103215	FC	OO	06/04/2020	EUR	es	3.651.05

Each document can has invoices/credit memos and you can access they from “Document No.”.

Now you can select an existent vendor or create a new from vendor data. Execute the action “Create Vendor” and a new vendor will be created and assigned to current invoice.



← ESIGN FACTURAE INVOICES | WORK DATE: 14/05/2020 ✎ + 🗑 ✓ SAVED 🔖 📄 🔍

EFP0026 · 103215

Actions

👤 Create vendor 🔄 Update lines 📄 Create invoice

**Vendor**

Vendor no. ....	<input type="text"/>	Vendor postal code .....	28023
Vendor identification .....	77777777A	Vendor post code and city .....	
Vendor resident type .....	Resident	Vendor country .....	Madrid
Vendor person type .....	Legal	Vendor country code .....	ESP
Vendor corporate name .....	CRONUS ES	Vendor phone no. ....	91-2229788
Vendor name .....		Vendor fax no. ....	91-2229700
Vendor first surname .....		Vendor email .....	
Vendor second surname .....		Vendor web .....	
Vendor address .....	Avenida Aragón, 5	Related document no. ....	...
Vendor city .....	Madrid	Posted related document no. ....	...

You should fill the data for invoice lines. This line can be obtained from vendor and items through action “Update lines” but you can fill manually.

← ESIGN FACTURAE INVOICES | WORK DATE: 14/05/2020 ✎ + 🗑 ✓ SAVED 🔖 📄 🔍

EFP0026 · 103215

Actions

👤 Create vendor 🔄 Update lines 📄 Create invoice

**Lines**

Document no. ↑	Invoice no. ↑	Line no. ↑	Purchase line type	Purchase line no.	Purchase line unit of measure	Purchase line currency code	Purchase line VAT bus. posting group	Purchase line VAT prod. posting group	Purchase line receipt no.	Purchase line receipt line no.	Purchase line return shipment no.	Purchase line return shipment line no.
→ EFP0026	103215	1	Item	1896-S	UDS		NAC	IVA21		0		0

Now, you can create a Purchase Invoice with the action “Create Invoice”.

← ESIGN FACTURAE INVOICES | WORK DATE: 14/05/2020 ✎ + 🗑 ✓ SAVED 🔖 📄 🔍

EFP0026 · 103215

Actions

👤 Create vendor 🔄 Update lines 📄 Create invoice

**Lines**

Document no. ↑	Invoice no. ↑	Line no. ↑	Purchase line type	Purchase line no.	Purchase line unit of measure	Purchase line currency code	Purchase line VAT bus. posting group	Purchase line VAT prod. posting group	Purchase line receipt no.	Purchase line receipt line no.	Purchase line return shipment no.	Purchase line return shipment line no.
→ EFP0026	103215	1	Item	1896-S	UDS		NAC	IVA21		0		0

A new invoice has been created and you can access it from assist edit button.



EFP0026 · 103215

Actions

Create vendor Update lines Create invoice

Vendor

Vendor no. ....	P00080	Vendor postal code .....	28023
Vendor identification .....	77777777A	Vendor post code and city .....	
Vendor resident type .....	Resident	Vendor county .....	Madrid
Vendor person type .....	Legal	Vendor country code .....	ESP
Vendor corporate name .....	CRONUS ES	Vendor phone no. ....	91-2229788
Vendor name .....		Vendor fax no. ....	91-2229700
Vendor first surname .....		Vendor email .....	
Vendor second surname .....		Vendor web .....	
Vendor address .....	Avenida Aragón, 5	Related document no. ....	107226
Vendor city .....	Madrid	Posted related document no. ....	

Manage Invoice Posting Request Approval Incoming Document Release Navigate Actions Navigate Fewer options

EDIT - PURCHASE INVOICE - 107226 - CRONUS ES

General

Vendor No. ....	P00080	Document Date .....	06/04/2020
Vendor Name .....	CRONUS ES	Posting Date .....	06/04/2020
BUY-FROM .....		Due Date .....	16/04/2020
Address .....	Avenida Aragón, 5	Vendor Invoice No. ....	103215
Address 2 .....		Purchaser Code .....	
City .....	Madrid	Campaign No. ....	
Post Code .....	28023	Alternate Vendor Address Code .....	
Country/Region .....	ES	Responsibility Center .....	
Contact No. ....	CO000030	Assigned User ID .....	
Contact .....		Status .....	Open

Lines Manage More options

Type	No.	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Assign	Qty. Assigned	Department Code
→ Item	1896-S	Escritorio ATENAS		3	UDS	1.005,80		3.017,40	0		