

## INSTALLATION & QUICK SETUP – eSign Facturae

This document indicates the steps to follow to generate a complete cycle of the eSign Facturae app.

### Installation

When the app is installed, the first actions to run automatically are:

- Fill Facturae Codes table
- Fill Offices DIR3 table
- Creation of the “eSign Facturae Profile” Role Center.

*Note: These tables are necessary to configure other tables.*

### Initial Setup

The first step is to assign the “eSign Facturae Profile” Role Center to the user.

#### AVAILABLE ROLE CENTERS

DESCRIPTION	APP NAME	SCOPE
Jefe de proyectos		System
Miembro de equipo		System
Operador de máquina - Fabricación exhaustiva		System
Planificador de producción		System
Presidente		System
Presidente - Pequeña empresa		System
Procesador de pedidos de ventas		System
Administrador de contabilidad subcontratado		System
Implementador de servicios RapidStart		System
Supervisor de planta - Fabricación exhaustiva		System
Supervisor de planta - Base de fabricación		System
Técnico de salida - Servicio al cliente		System
Título de contab.		System
Trabajador de almacén - Sistema de gestión de almac...		System
eSign ePDF Profile	eSign ePDF	Tenant
<b>eSign Facturae Profile</b>	<b>eSign Facturae</b>	<b>Tenant</b>

Once we are in the Facturae Role center, we must configure the solution through the Install Wizard.

HEADLINE

Good morning!

ACTIONS

- + Sales Order      + Sales Credit Memo      + Service Credit Memo
- + Sales Return Order      + Service Order
- + Sales Invoice      + Service Invoice

● ○

Activities

Information  
DOCUMENTS



The Install Wizard has four steps to configure:

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

INSTALL ESING 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

2. eSign Setup: data to access the eSign portal. You will obtain the customer id after signing up at the portal ([www.innovaonline.es](http://www.innovaonline.es)).

INSTALL ESING FACTURAE WIZARD

INNOVA ONLINE SETUP  
Provide information to configurate Innova Online portal.

Customer Id .....

Back Next Finish

3. Facturae Setup: Data to process documents Facturae. A Body Layout must be configured from report 7096773 (INNESGFEHeadersBodyEmail) - (Headers Body Email). These body layout is for sending email to customers. Amount Credit Memo negative allow create the XML file with amounts in negative.

INSTALL ESIGN FACTURAE WIZARD

ESIGN FACTURAE SETUP  
Provide information to configurate Facturae.

Default Language ..... es

Default Currency ..... EUR

Certificate Id ..... 67d2d234-92e8-4ff8-b5ab-ccf86f68eb60

Certificate Password ..... .....

Sign Document .....

Services Active .....

Amount Credit Memo Negative .....

Actions for Document ..... Save in database

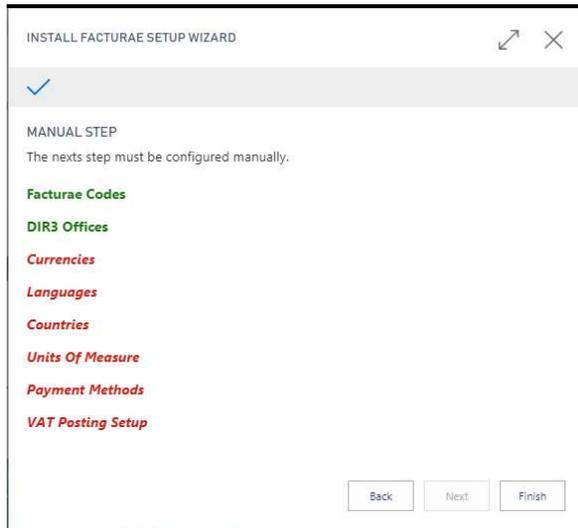
Subject Mail ..... eSign Facturae

Email Body Layout Code ..... .....

Email Body Layout Description ..... .....

Back Next Finish

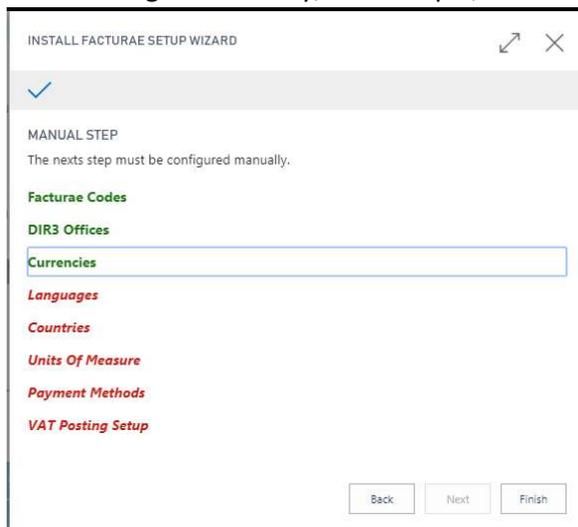
4. Manual steps: The steps to configure manually are: Facturae codes, DIR3 Offices, Currencies, Languages, Countries, Units of measure, Payment methods and VAT posting Setup.



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

CODE	LAST DATE ADJUSTED	BILL GR...	BILL GR...	PA...	LAST DATE MODIFIED	PAYMENT TOLERANCE %	MAX. PAYMENT TOLERANCE AMOUNT	CURRENCY FACTOR	FACTURAE CODE
TRY	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/07/2018	0	0.00	1,210474	
UGS	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/07/2018	0	0	1,300,390117	
USD	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/09/2018	0	0.00	0,995124	USD

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



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
BT	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
BANCO	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"/>					
EFECTO	Bank	<input type="checkbox"/>	<input type="checkbox"/>					
GIRO	Direct	<input type="checkbox"/>	<input type="checkbox"/>					15

### VAT Posting Setup

Search 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
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"/>	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

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**Statistics** >

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**eSign Facturae**

Generate Document <input checked="" type="checkbox"/>	Gateway <input type="text"/>
Residence Type <input type="text" value="Resident"/>	Rounding precision <input type="text" value="0.000001"/>
Entity Type <input type="text" value="Legal"/>	DIR3 <input type="text"/>
Name <input type="text"/>	Account Office <input type="text" value="..."/>
First Surname <input type="text"/>	Management Body <input type="text" value="..."/>
Second Surname <input type="text"/>	Transact Unit <input type="text" value="..."/>
Corporate Name <input type="text" value="Adatum Corporation"/>	Proposing Body <input type="text" value="..."/>
XML Format <input type="text" value="3.2.2"/>	

**Customer Picture** ▾




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**Attachments**

Documents 0

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**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.*

### 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: GIRO Invoice Type: F1 Invoice

EU 3-Party Trade:  Succeeded Company Name:

Succeeded VAT Registrati...:

Shipping and Billing >

Facturae

Invoice Type: FC DIR3

Invoice Class: OO Account Office:

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

XML Format: 3.2.2 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 Show more

Customer Name: Adatum Corporation Due Date: 31/05/2019

Contact: Daniel Almaraz Posting No.:

Posting Date: 01/05/2019

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 checked="" 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 checked="" 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

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

**Invoice Details**

Currency Code	<input type="text"/>	<b>SII INFORMATION</b>	
Shipment Date	01/05/2019	Operation Description	<input type="text"/>
Payment Terms Code	PM	Special Scheme Code	01 General
		Invoice Type	F1 Invoice
		ID Type	<input type="text"/>
		Succeeded Company Name	<input type="text"/>
		Succeeded VAT Registration No.	<input type="text"/>

The result

Facturae Document and Facturae File successfully generated.

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

HOME ACTIONS NAVIGATE

Manage Process Document

EDIT - E-SIGN FACTURAE HEADERS

## Invoice · 103216

**General**

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**

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 eSign 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 (blob)
- Send document to customer email (blob)
- Delete document (blob)

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