

# xpr365

---

Peppol by Billit



---

XPR365 USER GUIDE

# xpr365 PEPPOL BY BILLIT

VERSION 19.3.4



## Content

1	XPR365 PEPPOL BY BILLIT .....	3
1.1	Purpose of this function .....	3
1.2	Billit .....	3
1.2.1	Setup .....	3
1.2.1.1	Billit Setup .....	3
1.2.1.2	Billit VAT SETUP .....	5
1.2.1.3	Register company .....	5
1.2.1.4	Set API Key manually .....	5
1.2.1.5	Get incoming documents .....	6
1.2.1.6	Electronic document formats .....	6
1.2.1.7	Document Sending profile .....	7
1.2.2	Flow .....	7
1.2.2.1	Create and Send Sales documents .....	7
1.2.2.2	View document exchange status .....	8
1.2.2.3	Receiving purchase documents .....	9
1.2.3	Logging .....	10

## 1 XPR365 PEPPOL BY BILLIT

### 1.1 Purpose of this function

This user guide describes how you can get started with XPR365 Peppol by Billit and how to use the different features.

Billit is an online invoicing platform for businesses and accountants. The paying platform for businesses provides support to businesses throughout the invoicing process, from drawing up a quotation to sending invoices by e-mail, post or even completely digitally through the Peppol network. Billit automates time-consuming administrative tasks by means of a link to your bank, saving you tons of time. Billit also acts as an easily searchable online archive. Thanks to its free customer portal for bookkeepers and accountants, you can manage all your Billit files from one central platform, simply linking to your accounting software.

PEPPOL (PAN-European Public Procurement Online) enables trading partners to exchange standard-based electronic documents based on the PEPPOL specifications. Saving, sending, and receiving financial documents has various regulations and standards. These regulations were standardized in PEPPOL BIS (Business Interoperability Specifications). If you use e-invoicing or an E-delivery platform, it is easy to comply with these standards and laws.

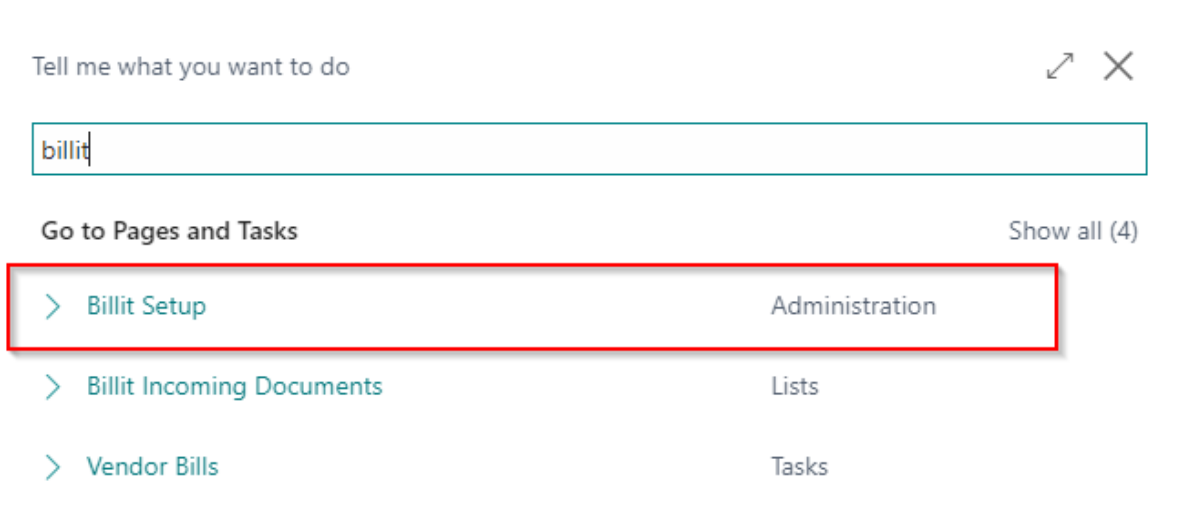
XPR365 makes it possible to send PEPPOL files to Billit to automate the document flow between partners that require different formats and transfer methods.

### 1.2 Billit

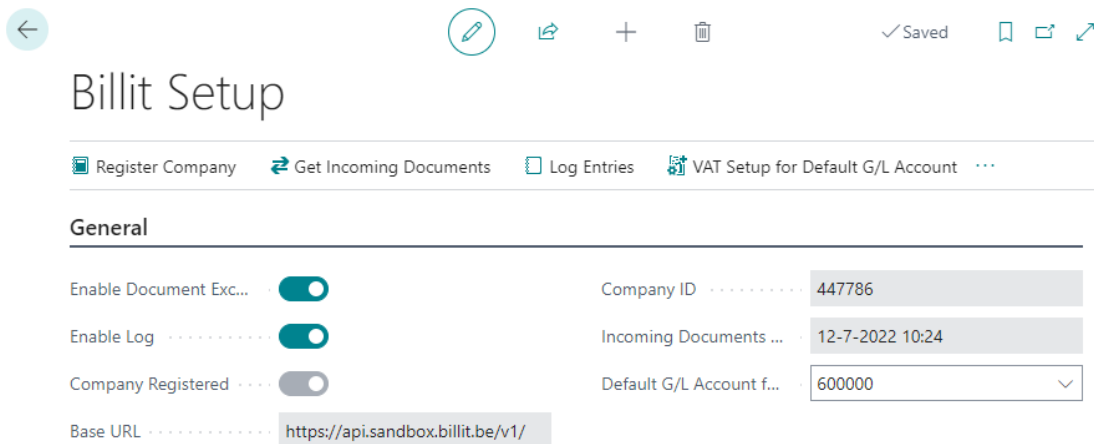
#### 1.2.1 Setup

##### 1.2.1.1 Billit Setup

In the Role center, use the search function to find the task “Billit Setup”:



The setup page contains the following information:



Billit Setup

Register Company Get Incoming Documents Log Entries VAT Setup for Default G/L Account ...

**General**

Enable Document Exchange  Company ID ..... 447786

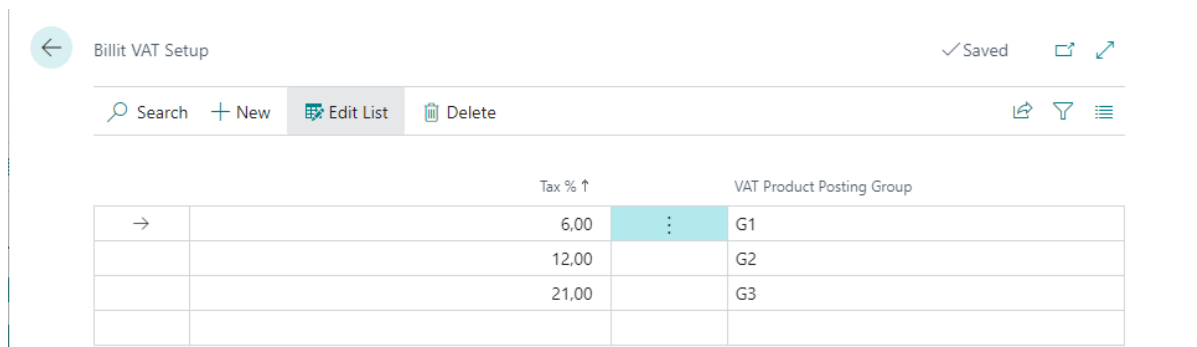
Enable Log .....  Incoming Documents ... 12-7-2022 10:24

Company Registered .....  Default G/L Account f... 600000

Base URL ..... https://api.sandbox.billit.be/v1/

- Enable Document Exchange
  - The billit exchange only works when this parameter is enabled
- Enable log
  - Has to be enabled in order to have log files. E.g. to verify what went wrong
- Company registered
  - When enabled, the company is correctly enabled in the Billit network
- Base URL
  - In the menu, you can choose between 'sandbox environment' or 'production environment'. Based on this, this parameter will be automatically filled in.
- Company ID: Company ID in the Billit network (see below)
- Incoming Documents timestamp
  - Gives the last synchronization timestamp.
- Default G/L Account for incoming documents.
  - Specify which G/L account has to be used as a standard G/L account for incoming documents.

## 1.2.1.2 Billit VAT SETUP



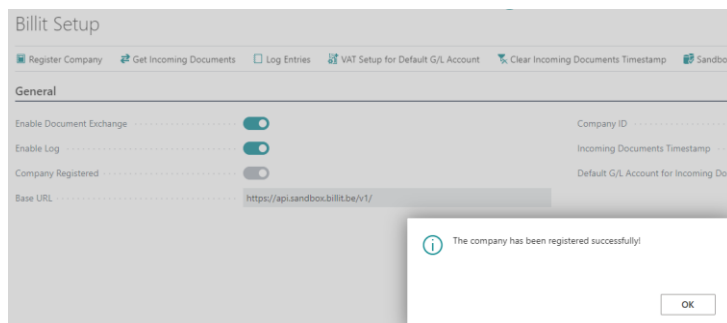
The screenshot shows the 'Billit VAT Setup' interface. At the top, there is a navigation bar with a back arrow, the title 'Billit VAT Setup', a 'Saved' status, and icons for copy and share. Below this is a toolbar with 'Search', '+ New', 'Edit List', and 'Delete' buttons, along with icons for refresh, filter, and list view. The main area contains a table with the following data:

	Tax % ↑	VAT Product Posting Group
→	6,00	G1
	12,00	G2
	21,00	G3

In the Billit VAT SETUP, you can enter the different Tax percentages (E.g. 6, 12 and 21) and the related VAT Product posting groups.

## 1.2.1.3 Register company

For Vendor bank account, you can follow the same procedure as described for customers.



In the menu, you can click on 'register company' in order to register the company. Once registered, you receive the confirmation dialog.

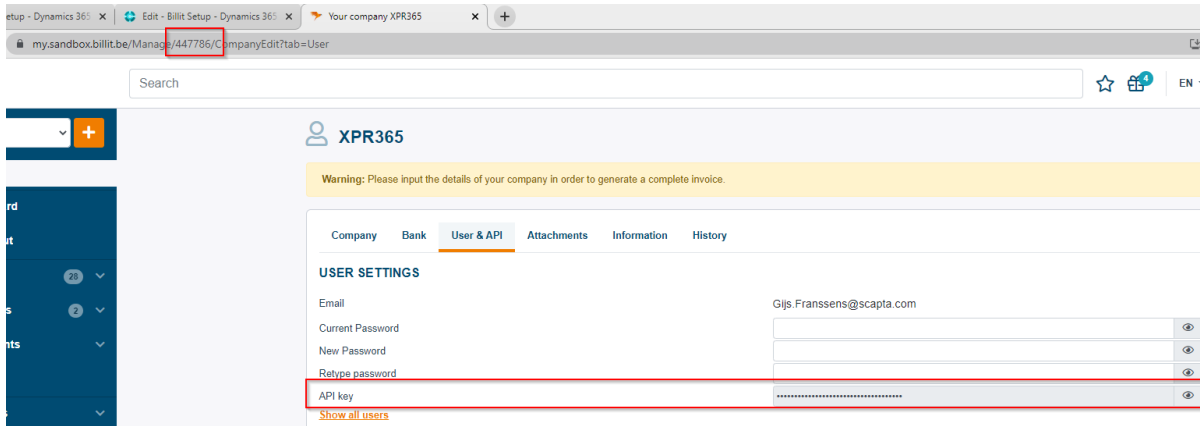
## 1.2.1.4 Set API Key manually

If something should go wrong, you can set the API key manually. The necessary information can be found on the Billit setup page.

- Go to the Billit admin portal (my.billit.be or sandbox.my.billit.be)
- Login with your Billit credentials
- In the up left corner, click on the company you've registered
- You find the API key in this screen. In the URL you'll find the company ID

# xpr365 PEPPOL BY BILLIT

VERSION 19.3.4



## 1.2.1.5 Get incoming documents

The 'get incoming documents' button will activate the synchronization for incoming documents between Billit and D365BC. This can be activated manually, or via a job queue (codeunit 70820577)

## 1.2.1.6 Electronic document formats

In the 'electronic document format' page, you'll have to enter the Delivery CodeUnit ID for both sales invoices (70820578) and creditmemo's (70820579)

Code T	Description	Usage T	Codeunit ID	Codeunit Caption	Delivery Codeunit ID	Delivery Codeunit Caption
PEPPOL 2.0	PEPPOL 2.0-indeling (Pan-European Public Procure...	Sales Invoice	1602	Export Sales Inv. - PEPPOL 2.0		
PEPPOL 2.0	PEPPOL 2.0-indeling (Pan-European Public Procure...	Sales Credit Memo	1603	Export Sales Cr.M. - PEPPOL2.0		
PEPPOL 2.0	PEPPOL 2.0-indeling (Pan-European Public Procure...	Sales Validation	1620	PEPPOL Validation		
PEPPOL 2.0	PEPPOL 2.0-indeling (Pan-European Public Procure...	Service Invoice	1606	Export Serv. Inv. - PEPPOL 2.0		
PEPPOL 2.0	PEPPOL 2.0-indeling (Pan-European Public Procure...	Service Credit Memo	1609	Exp. Service Cr.M. - PEPPOL2.0		
PEPPOL 2.0	PEPPOL 2.0-indeling (Pan-European Public Procure...	Service Validation	1621	PEPPOL Service Validation		
PEPPOL 2.1	PEPPOL 2.1-indeling (Pan-European Public Procure...	Sales Invoice	1600	Export Sales Inv. - PEPPOL 2.1		
PEPPOL 2.1	PEPPOL 2.1-indeling (Pan-European Public Procure...	Sales Credit Memo	1601	Export Sales Cr.M. - PEPPOL2.1		
PEPPOL 2.1	PEPPOL 2.1-indeling (Pan-European Public Procure...	Sales Validation	1620	PEPPOL Validation		
PEPPOL 2.1	PEPPOL 2.1-indeling (Pan-European Public Procure...	Service Invoice	1604	Export Serv. Inv. - PEPPOL 2.1		
PEPPOL 2.1	PEPPOL 2.1-indeling (Pan-European Public Procure...	Service Credit Memo	1608	Exp. Service Cr.M. - PEPPOL2.1		
PEPPOL 2.1	PEPPOL 2.1-indeling (Pan-European Public Procure...	Service Validation	1621	PEPPOL Service Validation		
PEPPOL BIS3	PEPPOL BIS3-indeling (Pan-European Public Procure...	Sales Invoice	1610	Exp. Sales Inv. PEPPOL BIS3.0	70820578	SCABIL Peppol Invoice
PEPPOL BIS3	PEPPOL BIS3-indeling (Pan-European Public Procure...	Sales Credit Memo	1611	Exp. Sales Cr.M. PEPPOL BIS3.0	70820579	SCABIL Peppol Credit Memo
PEPPOL BIS3	PEPPOL BIS3-indeling (Pan-European Public Procure...	Sales Validation	1620	PEPPOL Validation		
PEPPOL BIS3	PEPPOL BIS3-indeling (Pan-European Public Procure...	Service Invoice	1610	Exp. Sales Inv. PEPPOL BIS3.0		
PEPPOL BIS3	PEPPOL BIS3-indeling (Pan-European Public Procure...	Service Credit Memo	1611	Exp. Sales Cr.M. PEPPOL BIS3.0		
PEPPOL BIS3	PEPPOL BIS3-indeling (Pan-European Public Procure...	Service Validation	1621	PEPPOL Service Validation		

Once done, you'll have to link the document sending profile on the customer card to the PEPPOL BIS 3 format.

# xpr365 PEPPOL BY BILLIT

VERSION 19.3.4

## 1.2.1.7 Document Sending profile

On the customer card, you can link a document sending profile to a customer. For sending invoices with Billit, you have to create a document sending profile that's linked with Peppol BIS 3

The screenshot shows the 'Document Sending Profile' configuration page for 'PEPPOL'. The page is divided into two main sections: 'General' and 'Sending Options'. In the 'General' section, the 'Code' is 'PEPPOL' and the 'Description' is 'Billit (PEPPOL)'. The 'Default' toggle is turned off. In the 'Sending Options' section, the 'Printer', 'Email', and 'Disk' options are all set to 'No'. The 'Electronic Document' option is set to 'Through Document Exchange S...' and the 'Format' is set to 'PEPPOL BIS3'. A red box highlights the 'Electronic Document' and 'Format' fields.

## 1.2.2 Flow

### 1.2.2.1 Create and Send Sales documents

Create your sales invoice or sales credit memo. It is important to fill the field 'Your reference'. When your sales document is ready, it can be posted and sent.

The screenshot shows the 'Sales Invoice' form for 'Adatum Corporation'. The form is titled 'Sales Invoice | Work Date: 12/04/2021'. The 'Posting' tab is selected, and the 'Post and Send...' button is highlighted with a red box. The form contains the following information:

- Customer Name: Adatum Corporation
- Contact: Stewart Witherell
- Your Reference: TEST PEPPOL
- Posting Date: 12/04/2021
- Due Date: 12/05/2021
- Status: Open

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Assign	D. Ct.
G/L Account	700000	Verk. details. - Bin.		1		100.00		100.00	0	

Subtotal Excl. VAT (EUR) ..... 100.00      Total Excl. VAT (EUR) ..... 100.00  
Inv. Discount Amount Excl. VAT (EUR) ..... 0.00      Total VAT (EUR) ..... 21.00  
Invoice Discount % ..... 0      Total Incl. VAT (EUR) ..... 121.00

Use the document sending profile you have set for PEPPOL.

Do you want to post and send the document? ↗

Send Document to ..... **Electronic Document (Through Document Exchange Service) ;** ...

### 1.2.2.2 View document exchange status

On the posted sales document, you can see the document exchange status.

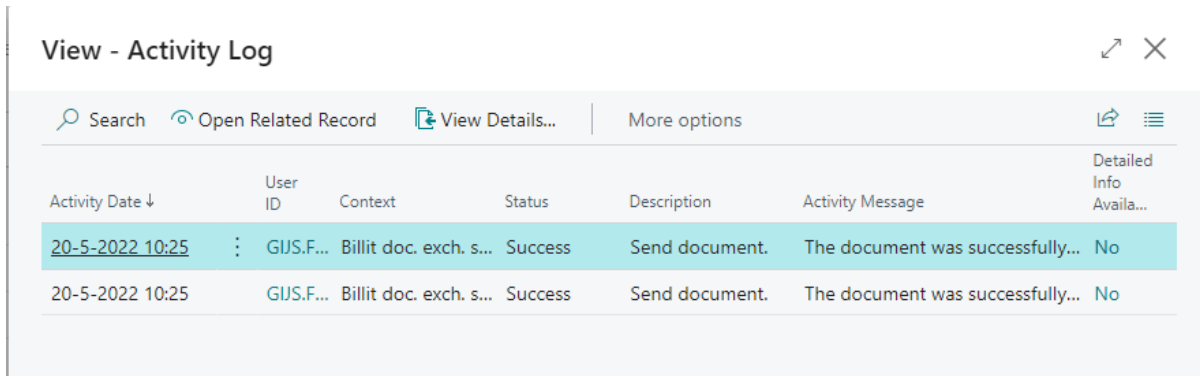
Two statuses are used:

- Not sent
- Sent to Document Exchange Service

including VAT	Remaini... Amount	Location Code	No. Printed	Closed	Cancelled	Corrective	Document Exchange Status
100,00	100,00		1	No			Sent to Document ...
100,00	100,00		0	No			Not Sent
1.208,79	1.208,79		1	No			Sent to Document ...
100,00	100,00		1	No			Sent to Document ...
100,00	100,00		0	No			Not Sent
121,00	121,00		1	No			Sent to Document ...
121,00	121,00		0	No			Not Sent
1.210,00	1.210,00		1	No			Sent to Document ...
968,00	968,00		1	No			Sent to Document ...



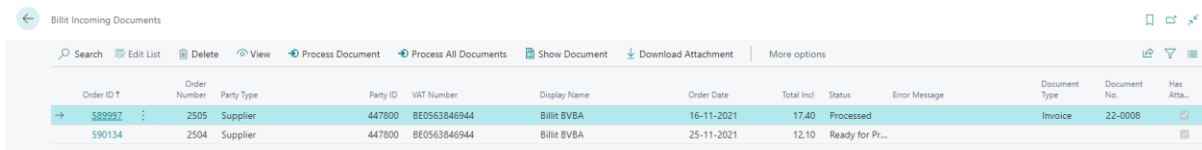
If you click on the Document Exchange Status, you get the activity log.



Activity Date ↓	User ID	Context	Status	Description	Activity Message	Detailed Info Availa...
20-5-2022 10:25	GJ.S.F...	Billit doc. exch. s...	Success	Send document.	The document was successfully...	No
20-5-2022 10:25	GJ.S.F...	Billit doc. exch. s...	Success	Send document.	The document was successfully...	No

### 1.2.2.3 Receiving purchase documents

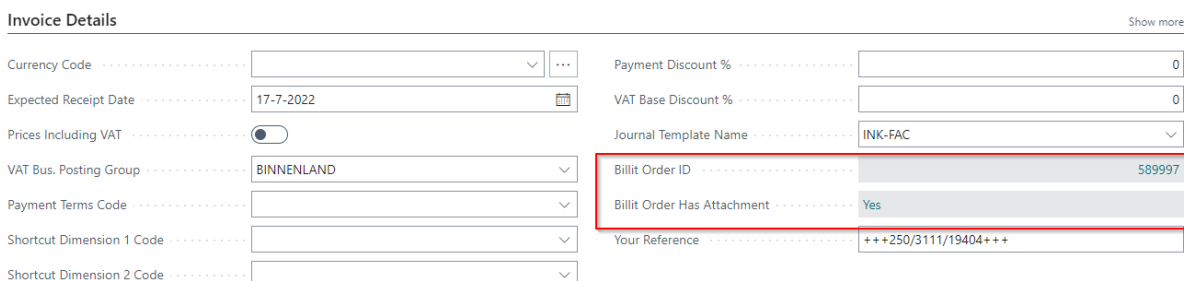
You can download manually incoming documents (via the 'billit setup' page) or via a job queue (see settings above). Once downloaded, the incoming documents will appear on the 'billit incoming document' list page.



Order ID ↑	Order Number	Party Type	Party ID	VAT Number	Display Name	Order Date	Total Incl	Status	Error Message	Document Type	Document No.	Has Atta...
→ 582292	2505	Supplier	447800	BE0563846944	Billit BVBA	16-11-2021	17.40	Processed		Invoice	22-0008	✓
590134	2504	Supplier	447800	BE0563846944	Billit BVBA	25-11-2021	12.10	Ready for Pr...				✗

You can individually open the documents, download the linked attachment or delete documents if needed. Once you've processed the documents (via 'process document' or process all documents'), the incoming Billit documents will be transferred to standard B365BC Purchase invoices.

On the purchase invoices page, you can even consult the attachment



Invoice Details		Show more	
Currency Code	<input type="text"/>	Payment Discount %	<input type="text" value="0"/>
Expected Receipt Date	<input type="text" value="17-7-2022"/>	VAT Base Discount %	<input type="text" value="0"/>
Prices Including VAT	<input type="checkbox"/>	Journal Template Name	<input type="text" value="INK-FAC"/>
VAT Bus. Posting Group	<input type="text" value="BINNENLAND"/>	Billit Order ID	<input type="text" value="589997"/>
Payment Terms Code	<input type="text"/>	Billit Order Has Attachment	<input type="text" value="Yes"/>
Shortcut Dimension 1 Code	<input type="text"/>	Your Reference	<input type="text" value="++250/3111/19404++"/>
Shortcut Dimension 2 Code	<input type="text"/>		

## 1.2.3 Logging

In the Billit Setup page, you can easily check the log files in the menu:

