# INSTALLATION & QUICK SETUP – eSign Facturae

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

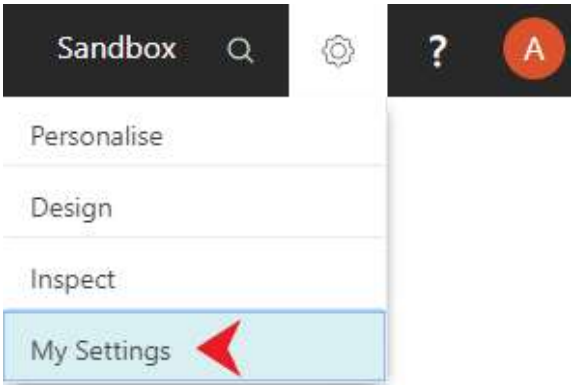
## Change dashboard interface

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

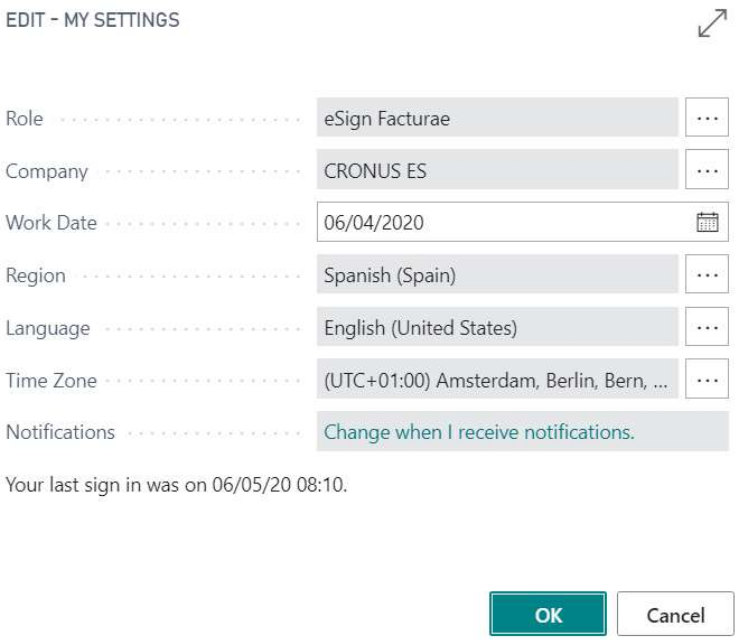
On the top right corner search for a **settings icon** and click it.




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



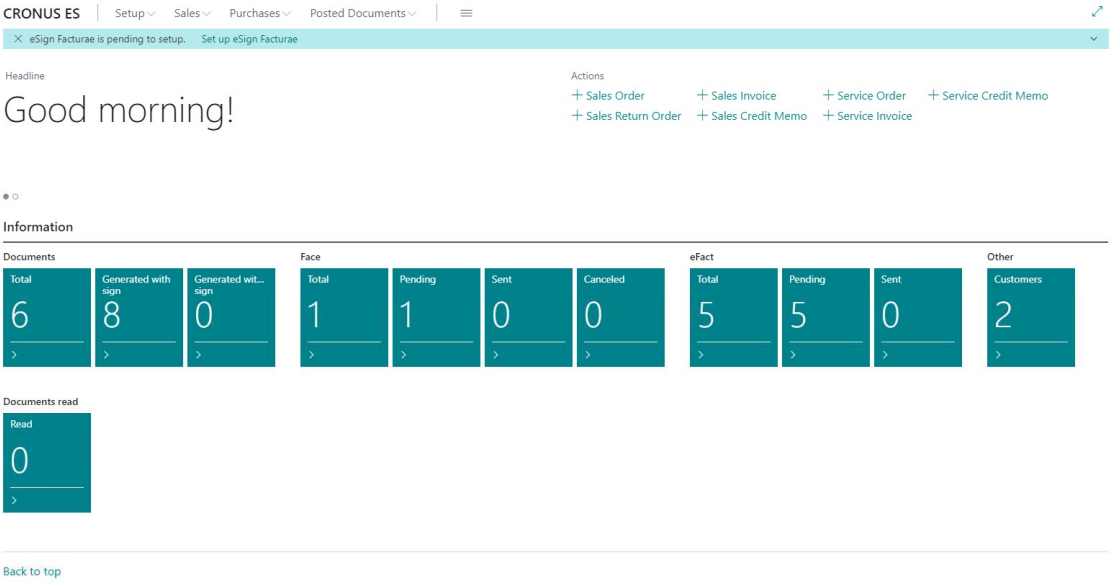

On the Role Center row, click the **dots** to unfold the list.




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

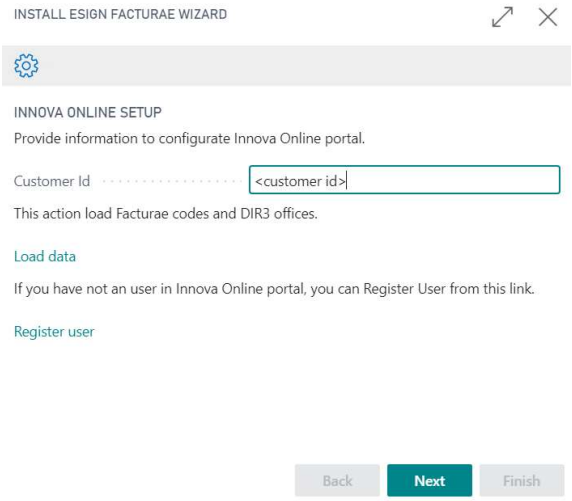



Once time in the eSign Facturae role center, we must configure the solution through the Install Wizard. You should be click in “Set up eSign Facturae” from notification bar.

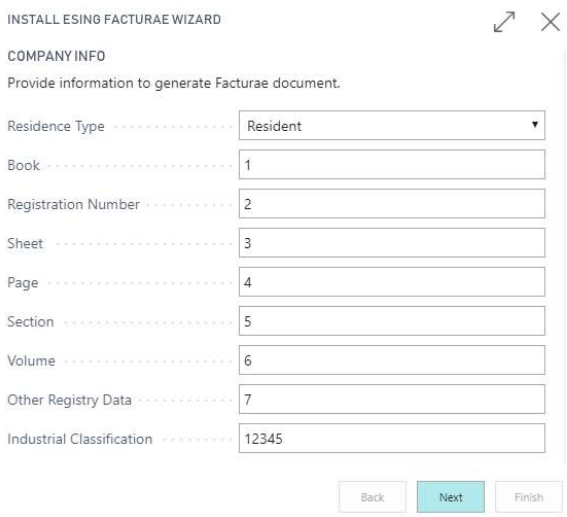



The Install Wizard has five steps to configure:

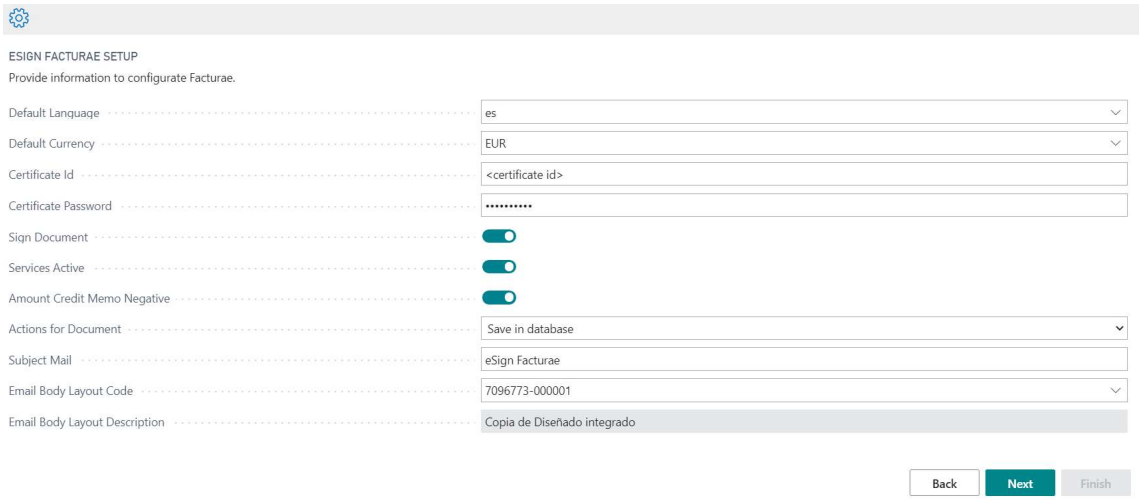
1. Innova Online Setup: Data from Innova Online portal. The Customer Id are in the last section of document. The first time you should execute the action “Load Data” to load Facturae Codes and DIR3 Offices.



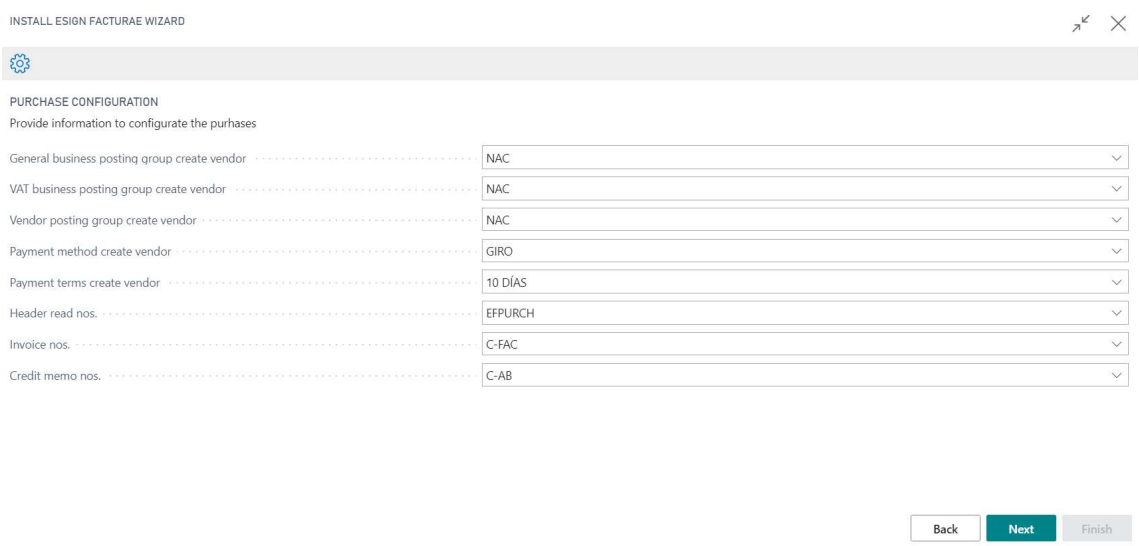

2. Company information: you will complete data from the Company. The Industrial Classification field is mandatory too in order to generate documents.



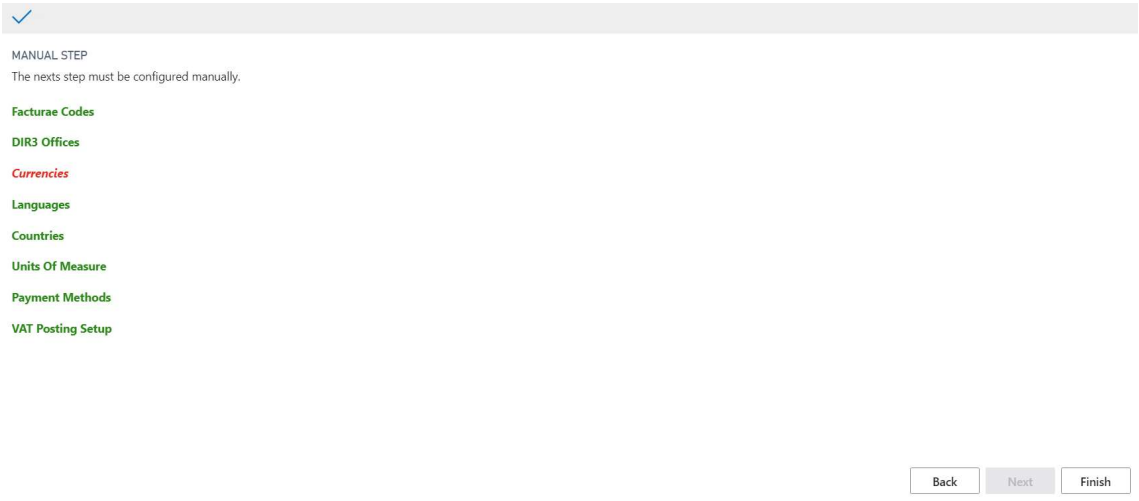

3. eSign Facturae Setup: Data to process documents Facturae. A Body Layout must be configured from report 7096773 (INNESGFEHeadersBodyEmail) - (Headers Body Email). This body layout is for sending email to customers. The Amount Credit Memo negative allow create the XML file with amounts in negative.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



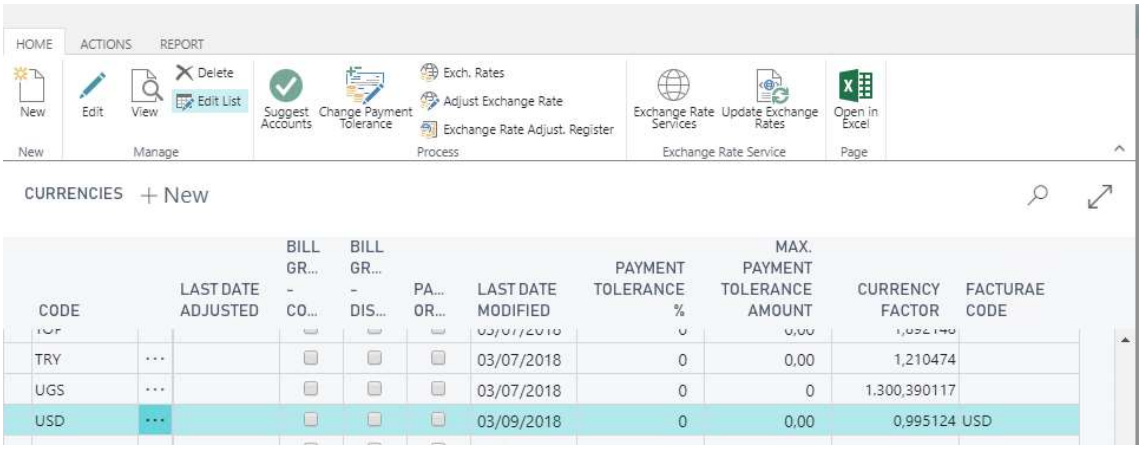

4. Purchase configuration: Data to create vendors and serial numbers to Document imported (Documents Read) and Invoices and Credits Memo.



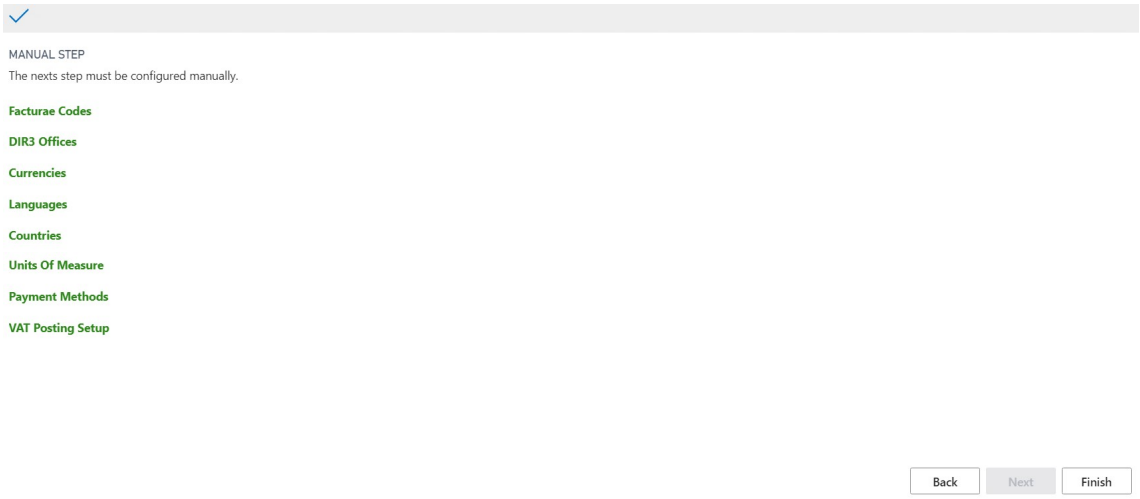

5. Manual steps: The steps to configure manually are: Facturae codes, DIR3 Offices, Currencies, Languages, Countries, Units of measure, Payment methods and VAT posting Setup.




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

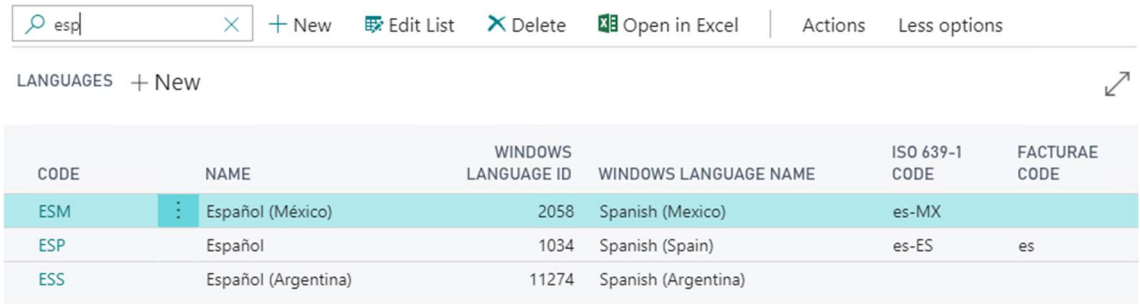



When configure Currency, for example, the color will be Green.



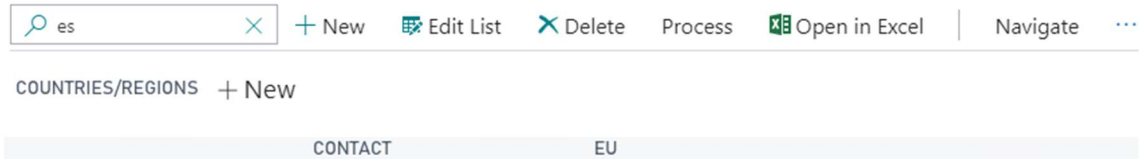

All red entities must be configured.

Other screens:
Languages




| 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



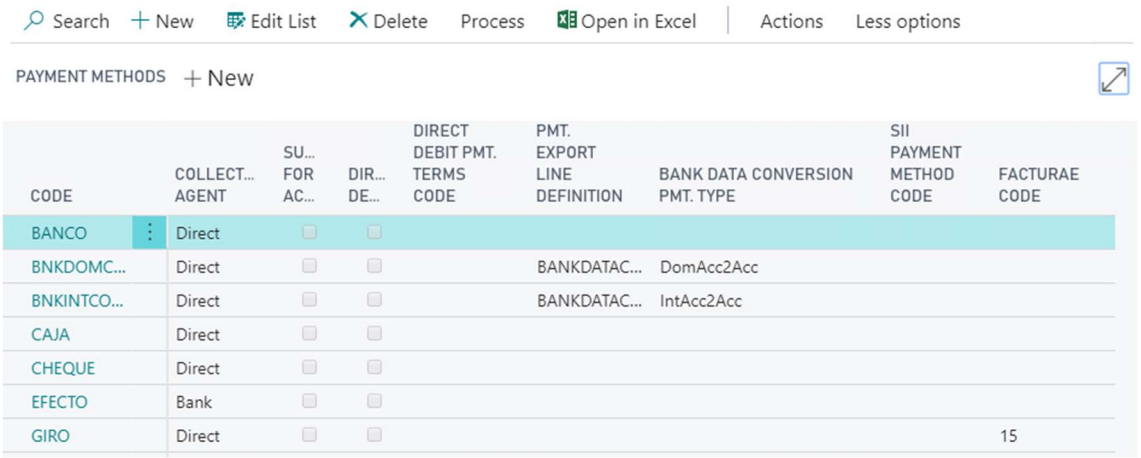

| CODE | ADDRESS FORMAT | CONTACT ADDRESS FORMAT | COUNTY NAME | EU COUNTRY... CODE | INTRAST... CODE | VAT SCHEME | FACTURAE CODE |
|---|---|---|---|---|---|---|---|
| AE | City+Post C... | After Comp... | | | | | |
| EE | Post Code+... | After Comp... | | EE | EE | EE:VAT | |
| ES | Post Code+... |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

Unit of Measure



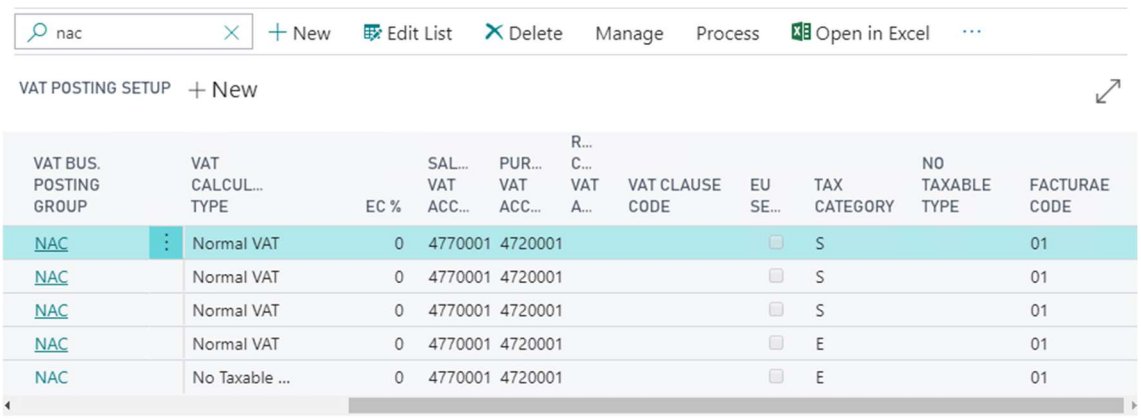

| CODE | DESCRIPTION | INTERNATIONAL STANDARD CODE | FACTURAE CODE |
|---|---|---|---|
| BT | Bote | CA | |
| CAJA | Caja | BX | |
| DÍA | DÍA | DAY | |
| HORA | Hora | HUR | |
| KG | kilo | KGM | |
| KM | Kilómetro | KMT | |
| MILES | Miles | 1A | |
| PALET | PALET | PF | |
| PAQ. | PAQ. | PK | |
|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

Payment Methods




| 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 | | | | | | | |
| BNKDOMC... | Direct | | | | BANKDATAC... | DomAcc2Acc | | |
| BNKINTCO... | Direct | | | | BANKDATAC... | IntAcc2Acc | | |
| CAJA | Direct | | | | | | | |
| CHEQUE | Direct | | | | | | | |
| EFECTO | Bank | | | | | | | |
| GIRO | Direct | | | | | | | 15 |

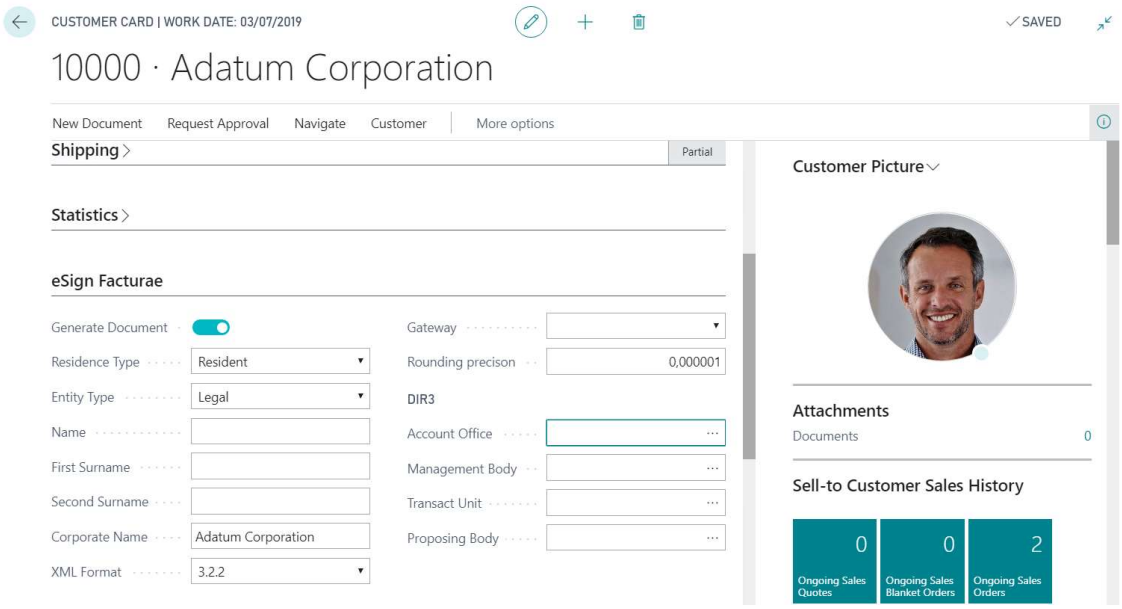
VAT Posting Setup




| 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 | | | | S | | 01 |
| NAC | Normal VAT | 0 | 4770001 | 4720001 | | | | S | | 01 |
| NAC | Normal VAT | 0 | 4770001 | 4720001 | | | | S | | 01 |
| NAC | Normal VAT | 0 | 4770001 | 4720001 | | | | E | | 01 |
| NAC | No Taxable ... | 0 | 4770001 | 4720001 | | | | 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.




## Generate Facturae Document

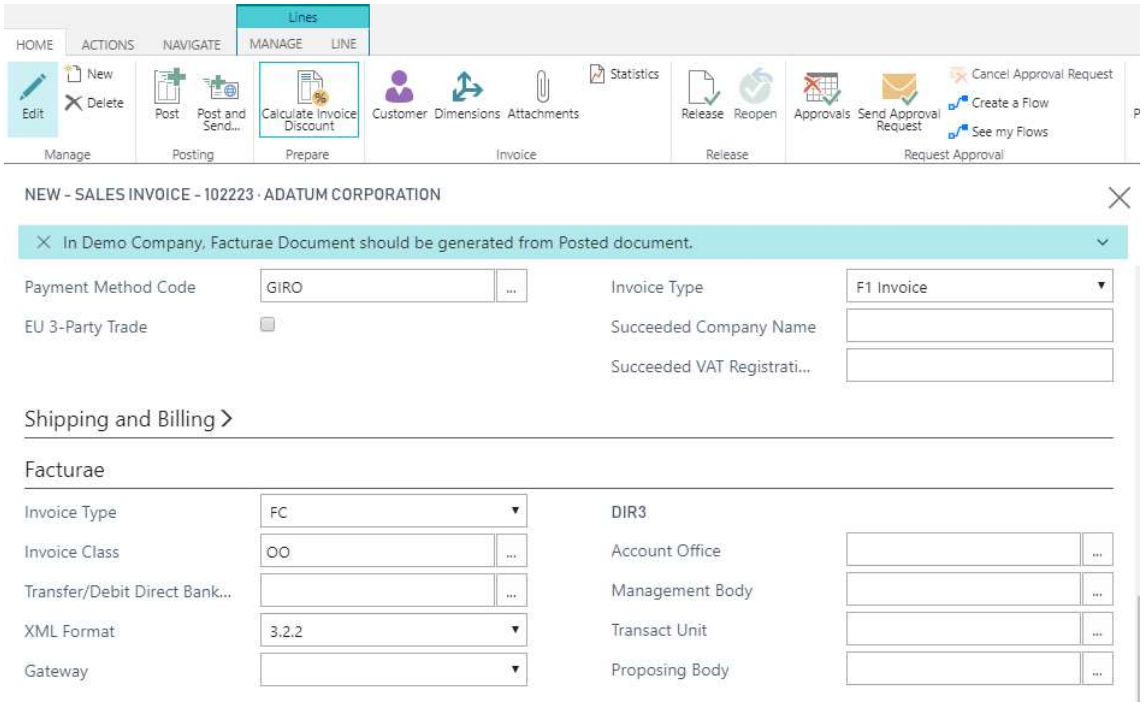
The process to generate the Facturae document is easy to follow. When a standard Invoice (sales or service) or Credit Memo (sales or service) is posted, the solution generates automatically the Facturae Document.

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

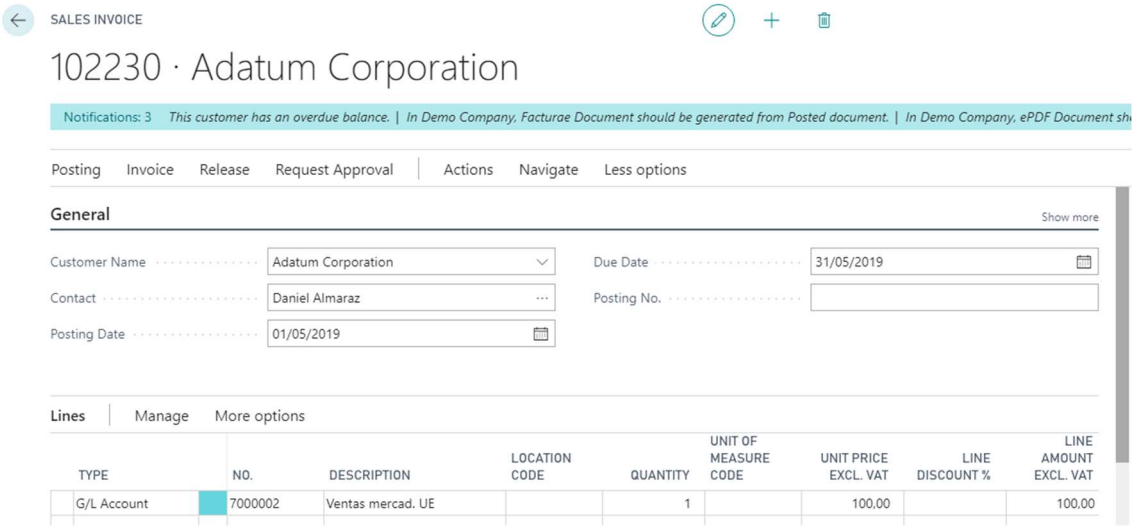
*Note: In Company demo, the Facturae document only generate manually from posted documents.*

### Generate document from invoiced document

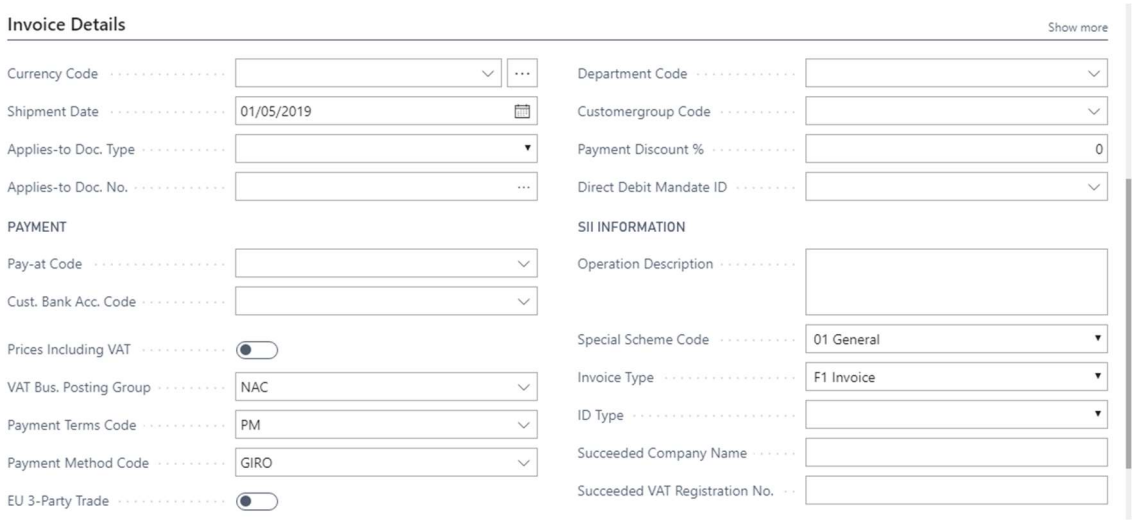
The first step is to generate the Invoice and fill up the next fields.



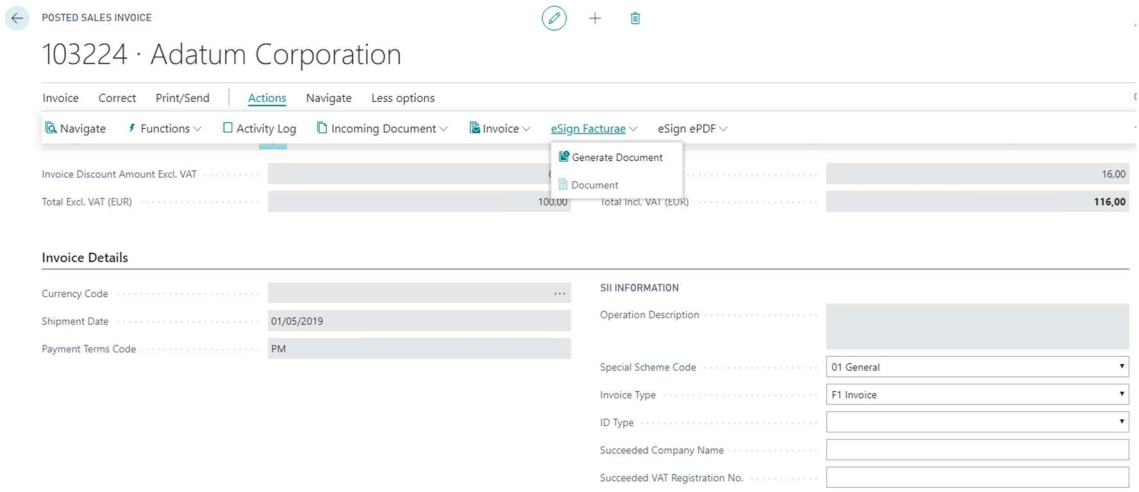

The fields Invoice Type and Invoice Class are filled from Invoice or Credit memo. The other fields are filled from Customer. Fill the next line:



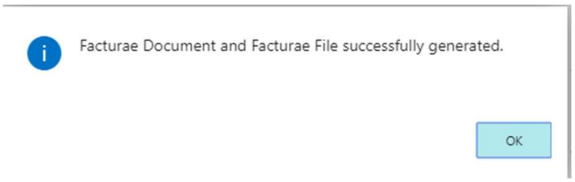

And payment method GIRO and VAT Bus Posting Group NAC:



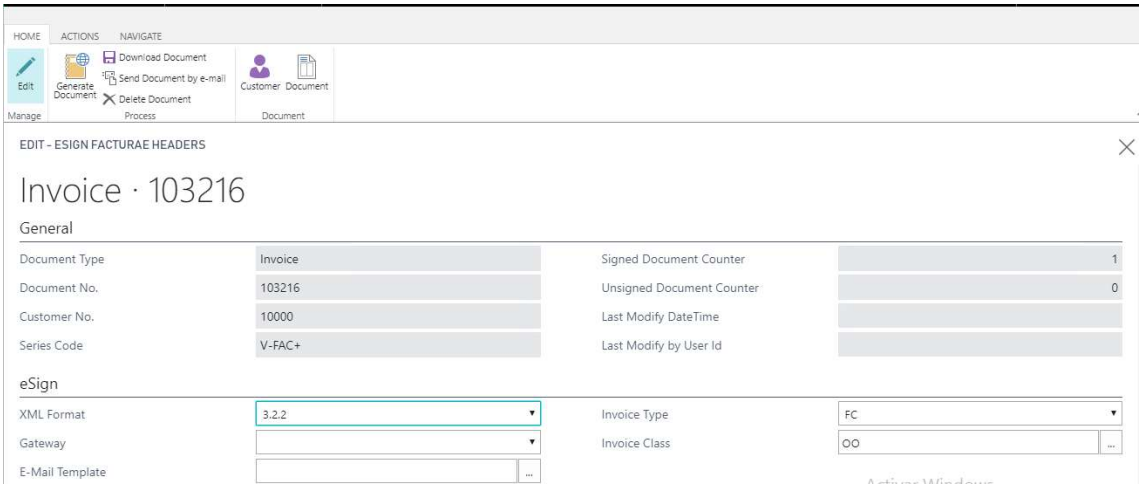

When the invoice is posted, we access to the posted invoice document and generate the Facturae Document.




The result




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




*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:

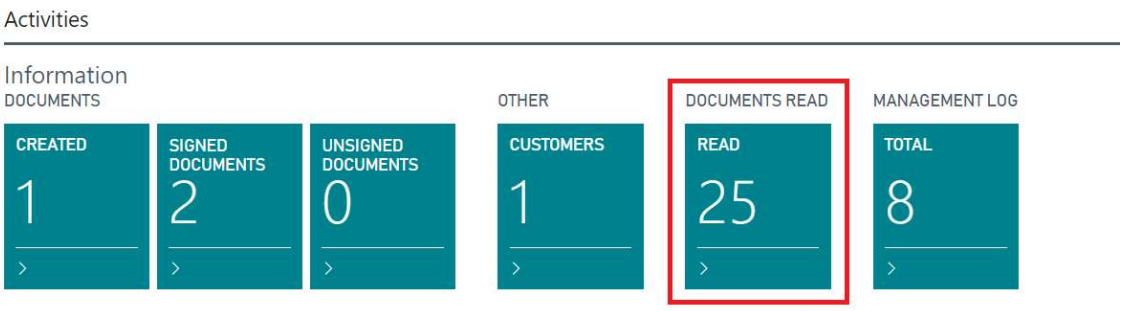
- Generate document
- Download document
- Send document to customer email
- Delete document

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

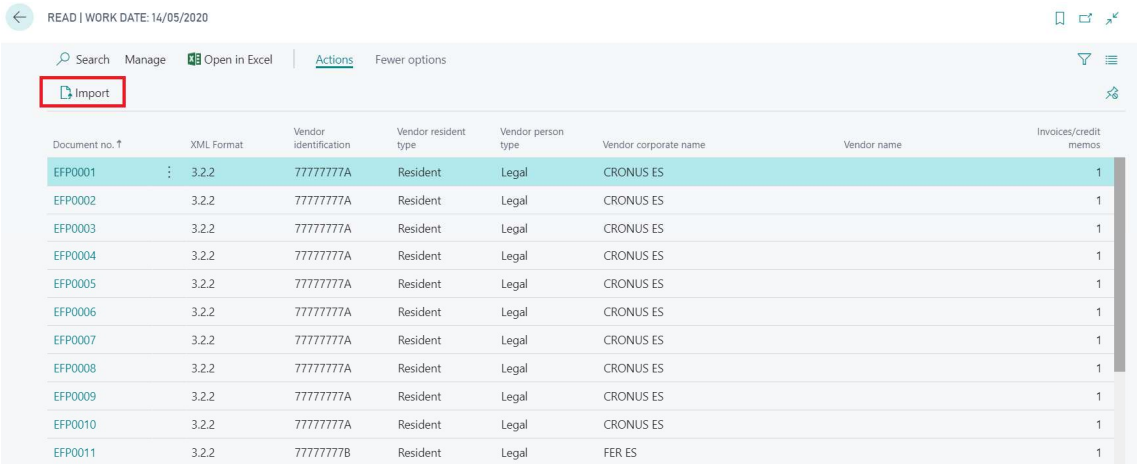
## Import Facturae Document

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.




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



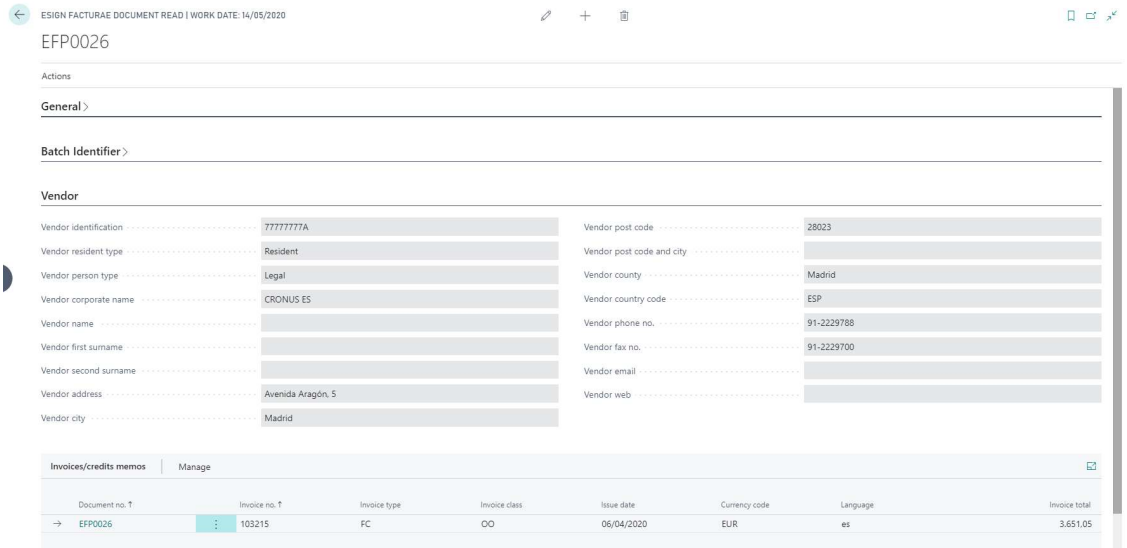

| Document no. | XML Format | Vendor identification | Vendor resident type | Vendor person type | Vendor corporate name | Vendor name | Invoices/credit memos |
|---|---|---|---|---|---|---|---|
| EFP0001 | 3.2.2 | 77777777A | Resident | Legal | CRONUS ES | | 1 |
| EFP0002 | 3.2.2 | 77777777A | Resident | 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:



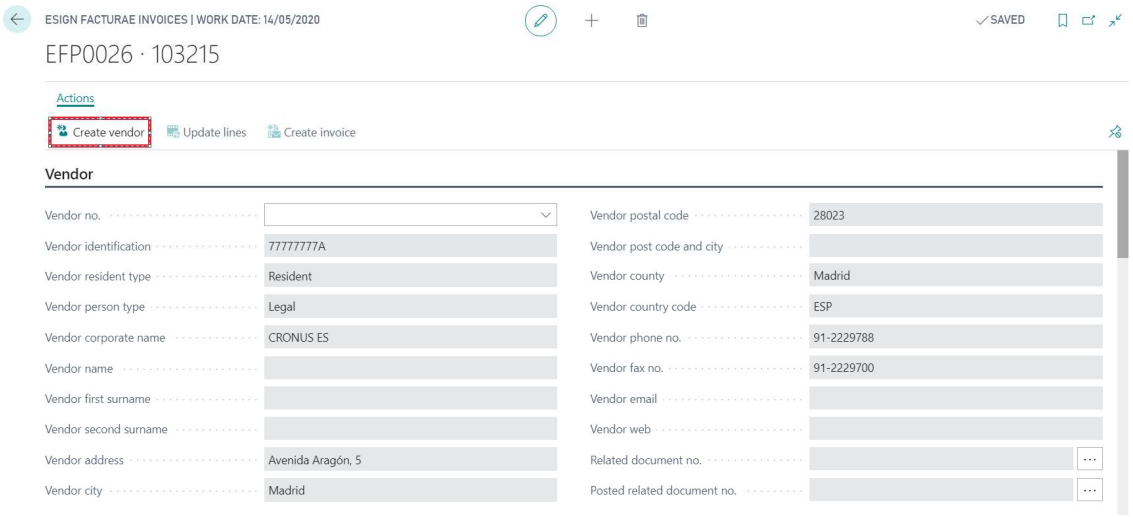
103215.xml

When the file is imported you can access it.

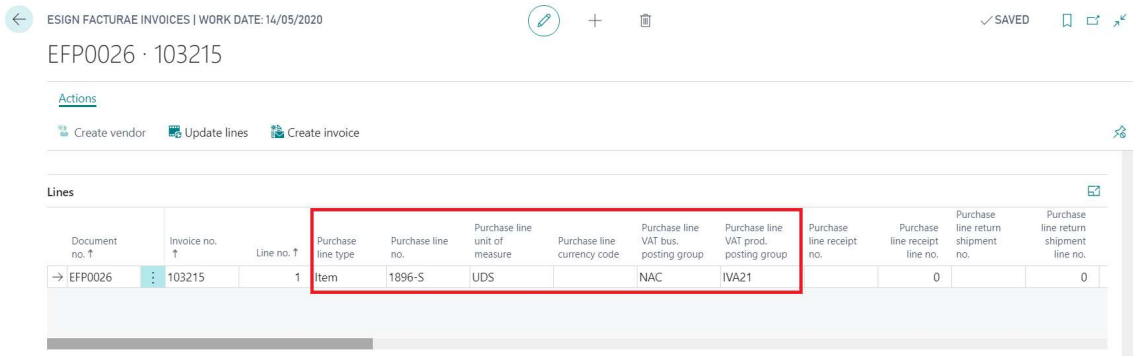



Each document can has invoices/credit memos and you can access they from “Document No.·”.

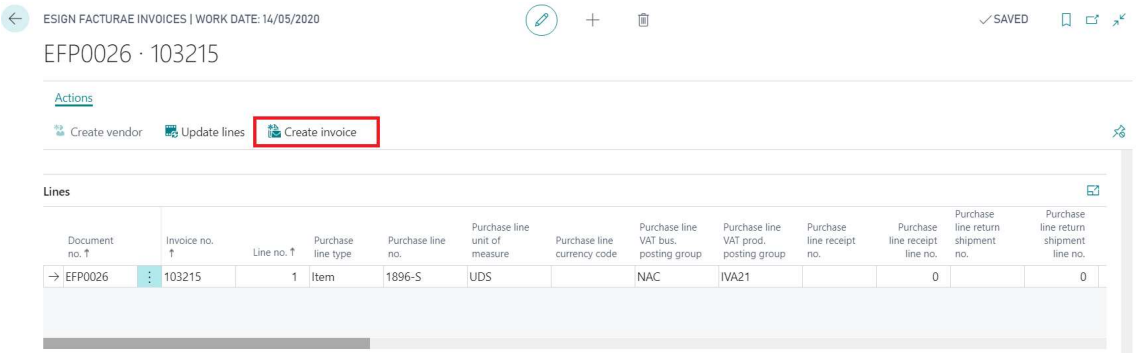
Now you can select an existent vendor or create a new from vendor data. Execute the action “Create Vendor” and a new vendor will be created and assigned to current invoice.



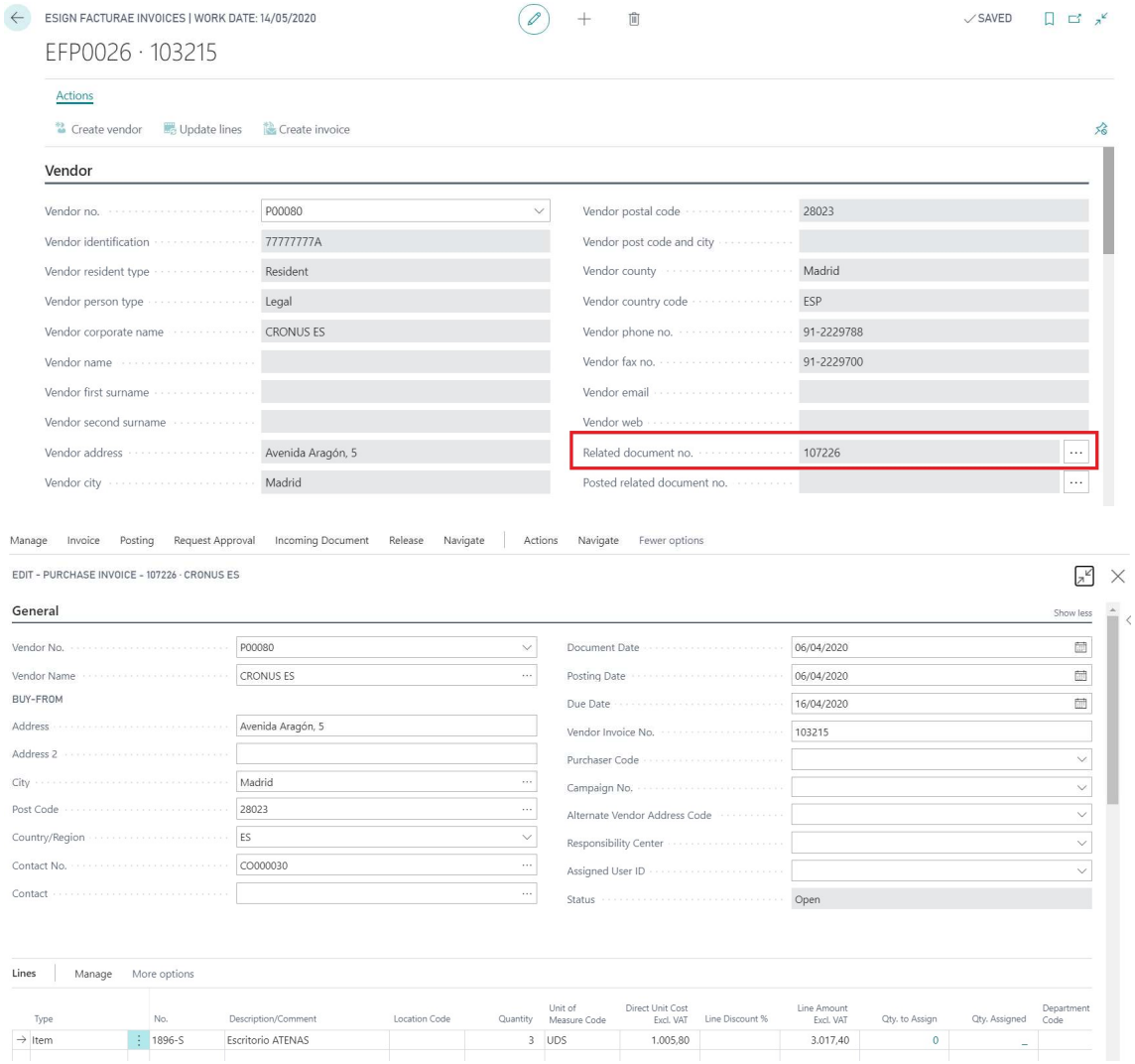

You should fill the data for invoice lines. This line can be obtained from vendor and items through action “Update lines” but you can fill manually.




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




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


ESIGN FACTURAE INVOICES | WORK DATE: 14/05/2020
SAVED
EFP0026 · 103215
Actions
Create vendor
Update lines
Create invoice
Vendor
Vendor no. P00080
Vendor identification 77777777A
Vendor resident type Resident
Vendor person type Legal
Vendor corporate name CRONUS ES
Vendor name
Vendor first surname
Vendor second surname
Vendor address Avenida Aragón, 5
Vendor city Madrid
Vendor postal code 28023
Vendor post code and city
Vendor county Madrid
Vendor country code ESP
Vendor phone no. 91-2229788
Vendor fax no. 91-2229700
Vendor email
Vendor web
Related document no. 107226
Posted related document no.
Manage Invoice Posting Request Approval Incoming Document Release Navigate Actions Navigate Fewer options
EDIT - PURCHASE INVOICE - 107226 · CRONUS ES
General
Show less
Vendor No. P00080
Vendor Name CRONUS ES
BUY-FROM
Address Avenida Aragón, 5
Address 2
City Madrid
Post Code 28023
Country/Region ES
Contact No. CO000030
Contact
Document Date 06/04/2020
Posting Date 06/04/2020
Due Date 16/04/2020
Vendor Invoice No. 103215
Purchaser Code
Campaign No.
Alternate Vendor Address Code
Responsibility Center
Assigned User ID
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