Microsoft Dynamics® AX 2009 SP1

Country-specific update for Denmark – OIOUBL electronic invoicing

White Paper

This white paper describes a country-specific update released for Denmark in rollup 8 for Microsoft Dynamics AX 2009 SP1. See Microsoft Knowledge Base article 2677618 for hotfix download information.

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Microsoft Dynamics®

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Introduction

This white paper describes a Microsoft Dynamics® AX feature, released in rollup 8, that is specific to users in Denmark.

For more information about other features that apply to Denmark, refer to the Help. Information that is specific to Denmark includes (DNK) in the title.

OIOUBL electronic invoices for Denmark

Danish companies must submit sales order invoices, free text invoices, project invoices, sales order credit notes, and project invoice credit notes as .xml files to the government. These .xml files must comply with the Offentlig Information Online Universal Business Language (OIOUBL) standards.

The electronic invoices that you generate include required information, such as a European Article Numbering (EAN) number, order number, contact person, dimension account number, and address information of the customer. In Microsoft Dynamics AX, validation rules are applied when invoices are generated so that you can verify that the correct information has been entered. If you find errors, you can correct the errors before you submit the invoices to the government.

About OIOUBL standards for electronic invoices

OIOUBL is a customization of the international Universal Business Language (UBL) 2.0 standard from the Organization for the Advancement of Structured Information Standards (OASIS) for Danish business requirements.

OIOUBL has been updated for use with electronic invoices for Denmark. OIOUBL contains specifications for all required business document types that support the business process from catalogs to invoices.

The primary advantage of OIOUBL is that business documents can be standardized for different purposes. Because UBL 2.0 is a flexible, international standard that supports many business requirements, documents can be exchanged across national borders.

Another advantage of OIOUBL is the possibility of developing fully automated procurement processes in which the electronic documents are validated and matched.

Prerequisites

Before you work with OIOUBL electronic invoicing, verify that the following setup steps have been completed:

- The **Denmark** configuration key is activated.
- A valid EAN number is specified for a customer in the **EAN** field in the **Customers** form (**Accounts receivable** > **Common Forms** > **Customer Details**). The address and contact details are also specified for a customer. For more information, see Set up a customer account for OIOUBL electronic invoicing.
- A three-character ISO standard currency code is defined for all the currencies in the **Exchange rates** form (**General ledger** > **Setup** > **Exchange rates**). This ISO code is used for electronic invoicing.
- A two-character ISO standard country code is defined for all the countries in the **Country/region** form (**Basic** > **Setup** > **Addresses** > **Country/region**). This ISO code is used for electronic invoicing.
- Application Integration Framework (AIF) is set up for OIOUBL electronic invoicing.
- The inventory units are set up according to the United Nations Centre for Trade Facilitation and Electronic Business Information Content Management Group (UN/CEFACT ICG) standards.

- A method of payment is set up for a customer in the **Methods of payment – Customers** form (**Accounts receivable** > **Setup** > **Payment** > **Methods of payment**).

Setting up OIOUBL electronic invoicing

Complete the following setup tasks before you generate electronic invoices as .xml files:

- Set up company information in the **Company information** form. For more information, see "Company information (form)" in the Help.
- Set up the country/region and the ISO code in the **Country/region** form. The ISO codes are used for electronic invoicing. For more information, see "Country/region (form)" in the Help.
- Set up exchange rates in the **Exchange rates** form. For more information, see "Exchange rates (form)" in the Help. Verify that the value in the **ISO currency code** field for the currency code that is used for electronic invoicing (for example, **DKK** for Danish kroner) complies with the three-character ISO standard.
- Set up job titles in the **Titles** form. For more information, see "Titles (form)" in the Help.
- Set up inventory units, according to the United Nations Centre for Trade Facilitation and Electronic Business Information Content Management Group (UN/CEFACT ICG) standards, in the **Units** form, if required for your organization. For more information, see "Units (form)" in the Help.
- Set up a method of payment for a customer in the **Methods of payment – Customers** form. For more information, see "Customer methods of payment (form)" in the Help.

You must also complete the following setup procedures before you can generate electronic invoices as.xml files:

- Configure Microsoft Dynamics AX for OIOUBL electronic invoicing
- Set up a customer account for OIOUBL electronic invoicing
- Set up AIF for OIOUBL electronic invoicing
- Set up channels for OIOUBL electronic invoicing
- Set up AIF services and AIF actions for OIOUBL electronic invoicing
- Set up the endpoints for OIOUBL electronic invoicing
- Set up a batch group for OIOUBL electronic invoicing
- Set up batch processing for OIOUBL electronic invoicing
- Set up recurrence patterns for batch jobs
- Add a customer account to the endpoint constraints list

Configure Microsoft Dynamics AX for OIOUBL electronic invoicing

You must set up folders to save the error messages, the .xml files, and the OIOUBL files.

Before you begin, make sure that the license key for AIF is available and that the configuration key for Denmark is selected.

1. Set up the following folder structure in a shared location that is accessible from the Application Object Server (AOS) computer and from any client computers that are used as batch servers in your system.

   For project invoices:

   - \\Server\OIOUBL\Project\Error
   - \\Server\OIOUBL\Project\Processed files
   - \\Server\OIOUBL\Project\Source

- \\Server\OIOUBL\Project\Target
- \\Server\OIOUBL\Project\XSLT

For sales invoices:

- \\Server\OIOUBL\Sales\Error
- \\Server\OIOUBL\Sales\Processed files
- \\Server\OIOUBL\Sales\Source
- \\Server\OIOUBL\Sales\Target
- \\Server\OIOUBL\Sales\XSLT

The folders are used as follows:

- **Error** – Used to save error messages that are generated during the transformation of the .xml file into OIOUBL format.
- **Processed files** – Used to save documents after they are processed. The documents are moved from the Target folder to this folder.
- **Source** – Used to save the .xml file that is generated by Microsoft Dynamics AX.
- **Target** – Used to save the OIOUBL file after the .xml file has been processed.
- **XSLT** – Used to contain the eprojectInvoice.xsl or esalesInvoice.xsl file.

2. Copy the following files from the Microsoft Dynamics AX setup folder to the locations specified in the following table.

File	Location
eprojectinvoice_dk_oioubl.xsl	\\Server\OIOUBL\Project\XSLT
esalesinvoice_dk_oioubl.xsl	\\Server\OIOUBL\Sales\XSLT

Set up a customer account for OIOUBL electronic invoicing

Use the **Customers** form to specify the address and contact details for a customer to generate electronic invoices for. You can create contacts in the **Contacts** form and assign the contact to a customer account. The contact information is included when you generate an electronic invoice for a customer. For more information, see “Customers (form)” in the Help.

1. Click **Accounts receivable** > **Common Forms** > **Customer Details** to open the **Customers** form.
2. Select or create a customer account. For more information, see “Create a customer account” in the Help.
3. Click the **Setup** tab, and then select the **eInvoice** check box.
4. In the **EAN** field, enter the 13-digit EAN number that is assigned to the customer.
5. Click the **Addresses** tab.
6. Create a line to enter the primary address information of the customer.
7. Click **Setup** > **Contact Details** to open the **Contacts** form.
8. Select or create a contact, and then click the **General** tab.
9. In the **Title** field, select the title of the contact.
10. Close the form.
11. In the **Customers** form, click the **Payment** tab.

12. In the **Method of payment** field, select the method of payment for the customer.

13. Close the forms.

Note: You must update the constraints list for the sales order endpoint and the project endpoint to include the customer account that is created after the initial setup of EHF electronic invoicing is complete. For more information, see Add a customer account to the endpoint constraints list.

Set up AIF for OIOUBL electronic invoicing

Use the **Global settings** form to set up AIF default settings for all document exchanges, and then use the **Local endpoints** form to set up local endpoints. Endpoints are the points of origin for sent messages and the destinations for received messages. Use the **Transport adapters** form to activate and configure transport adapters to exchange data by using AIF.

For more information, see "Global settings (form)," "Local end points (form)," and "Transport adapters (form)" in the Help and "Configuring and managing AIF" in the Server and Database Administration Guide.

1. Click **Basic** > **Setup** > **Application Integration Framework** > **Global settings** to open the **Integration Framework global settings** form.
2. In the **Default encoding format** field, select **UTF-8**.
3. Close the form.
4. Click **Basic** > **Setup** > **Application Integration Framework** > **Local endpoints** to open the **Local endpoints** form.
5. Select or create a local endpoint.
6. In the **Company** field, select the company for which OIOUBL invoices are generated.
7. In the **Local endpoint** field, enter a local endpoint.
8. Close the form.
9. Click **Basic** > **Setup** > **Application Integration Framework** > **Transport adapters** to open the **Transport adapters** form.
10. Select or create a transport adapter.
11. In the **Adapter class** field, select **AifFileSystemAdapter**. This adapter is used to create and save the .xml file.
12. Select the **Active** check box to indicate that the adapter is used to exchange data by using AIF.
13. Close the form.

Set up channels for OIOUBL electronic invoicing

Use the **Channels** form to create channels for sales and project invoices in AIF. For more information, see "Channels (form)" in the Help.

You must create Source folders to save the sales and project invoices as .xml files before you create channels. For more information, see Configure Microsoft Dynamics AX for OIOUBL electronic invoicing.

1. Click **Basic** > **Setup** > **Application Integration Framework** > **Channels** to open the **Channels** form.
2. Create a channel for a sales invoice.
3. In the **Channel ID** and **Name** fields, enter a channel identifier and a name for the sales channel.
4. Select the **Active** check box to indicate that the channel can be used and can exchange messages.
5. In the **Adapter** field, select the file system adapter.
6. In the **Direction** field, select **Outbound**.

7. In the **Address** field, enter the path to a folder where the .xml files are saved. The files are saved in the Source folder for sales invoices.
8. Close the form.

Note: Similarly, you can create channels for project invoices. In the **Channel ID** field, enter the channel identifier for the project channel. In the **Address** field, enter the path to the Source folder for project invoices.

Set up AIF services and AIF actions for OIOUBL electronic invoicing

Use the **AIF Services** and **Actions** forms to configure the services and actions to use with AIF. For more information, see "AIF Services (form)" and "AIF Actions (form)" in the Help.

1. Click **Basic** > **Setup** > **Application Integration Framework** > **Services** to open the **AIF Services** form.
2. Click **Refresh** to display a list of services and operations, if required.
3. Select the **Enabled** check box for the **SalesSalesEInvoiceService** and **ProdProjEInvoiceService** services.
4. Close the form.
5. Click **Basic** > **Setup** > **Application Integration Framework** > **Actions** to open the **Actions** form.
6. Select the **Enabled** check box for the **SalesSalesEInvoiceService.read** and **ProdProjEInvoiceService.read** actions.
7. Close the form.

Set up the endpoints for OIOUBL electronic invoicing

Use the **Endpoints** form to configure endpoints, which are recipients, for outbound sales invoices and outbound project invoices. For more information, see "How to: Send and receive electronic documents automatically" and "Endpoints (form)" in the Help.

1. Click **Basic** > **Setup** > **Application Integration Framework** > **Endpoints** to open the **Endpoints** form.
2. Create an endpoint, and then in the **Endpoint ID** and **Name** fields, enter an identifier and name for the endpoint.
3. In the **Local endpoint ID** field, enter a local endpoint, which is the company that generates the electronic invoices.
4. Click the **General** tab, and then in the **Outbound channel ID** field, select the channel that you set up for the sales or project invoice. For more information, see Set up channels for OIOUBL electronic invoicing.
5. In the **Default encoding format** field, select **UTF-8**.
6. Click the **Constraints** tab, and then select the customer accounts to generate electronic invoices for.
7. Click the **Users** tab, and then select the user or group who can use the selected endpoint.
8. Save the endpoint, and then click **Action policies** to open the **Endpoint Action Policies** form.
9. In the **Action ID** field, specify the action (**SalesSalesEInvoiceService.read** or **ProdProjEInvoiceService.read**) to use for the selected endpoint.
10. Click the **General** tab, and then in the **Status** field, select **Enabled**, and in the **Logging mode** field, select **Log all**.
11. Save the endpoint action policy.

12. Select an action, and then click **Configure** to open the **Value Mapping** form.
13. Click the **Items** tab, and then in the **Document value** field in the **Handling item numbers** field group, select **Not specified**. This is required to generate electronic invoices for free text invoices. In the **Document value** field in the **Handling units** field group and **Handling warehouse numbers** field group, select **Our**.
14. Click the **Other base data** tab, and then in the **Document value** field in the **Handling currency codes** field group, select **ISO currency code**. In the **Document value** fields in the **Handling delivery methods**, **Handling terms of delivery**, and **Handling misc. charges code** field groups, select **Our**.
15. Close the **Value Mapping** form.
16. In the **Endpoint Action Policies** form, click **Data Policies** to open the **Parameter Data Policies** form.
17. Click **Data Policies** to open the **Endpoint action data policies** form, and then click **Set** > **Enable all** to select all the fields.
18. Close the **Endpoint action data policies**, **Parameter Data Policies**, and **Endpoint Action Policies** forms to save your changes.
19. In the **Endpoints** form, click the **Overview** tab, and then select the **Active** check box for the endpoints.
20. Close the form.

Set up a batch group for OIOUBL electronic invoicing

Use the **Batch group** form to set up a batch group to process the invoices by using batch jobs. For more information, see "Batch groups (form)" in the Help.

1. Click **Administration**> **Setup** > **Batch groups** to open the **Batch group** form.
2. Create a batch group to process the sales or project invoices.
3. Click the **Batch servers** tab, select a server, and then move it to the **Selected servers** list.
4. Close the form.

Set up batch processing for OIOUBL electronic invoicing

Use the **Batch job** form to set up batch processing for OIOUBL electronic invoicing. You can process the electronic invoices by using batch jobs and avoid slowing down your computer or server during typical working hours. For more information, see "Batch job (form)" and "About batch processing" in the Help.

You must set up a batch job for sales outbound electronic invoices and another batch job for project outbound electronic invoices.

1. Click **Basic** > **Inquiries** > **Batch job** to open the **Batch job** form.
2. Create a job, and save the job.
3. Click **View tasks** to open the **Batch tasks** form.
4. Create three tasks for the batch job that use the following class names:
    - **AifOutboundProcessingService**
    - **AifGatewaySendService**
    - **EInvoiceFileTransform_OIOUBL**
5. Select the batch task that uses the **EInvoiceFileTransform_OIOUBL** class name.
6. In the **Batch group** field, select a batch group.

7. Save the batch task.
8. Select the task that uses the **EInvoiceFileTransform_OIOUBL** class name, and then click **Parameters** to open the **E-invoice OIOUBL XSL File Transformation** form.
9. Specify the location of the Source, Target path, and Processed file storage, and Error file storage folders. For the XSLT file path, select the **esalesinvoice_dk_oioubl** or **eprojectinvoice_dk_oioubl** file.
10. Click **OK** to close the **E-invoice OIOUBL XSL File Transformation** form.
11. To set up the order in which the batch tasks are run, in the **Batch tasks** form, on the **Overview** tab, select the batch task that uses the **AifGatewaySendService** class name (the second task).
12. Set up a condition for the selected batch task to run when the batch task that uses the **AifOutboundProcessingService** class name (the first task) has ended.
    - In the lower pane, press CTRL+N to create a condition, and then in the **Task ID** field, select the batch task that uses the **AifOutboundProcessingService** class name.
    - In the **Expected status** field, select **Ended**.
13. **Note**: You can also select the batch task that uses the **EInvoiceFileTransform_OIOUBL** class name and set the condition to run the batch task when the batch task that uses the **AifGatewaySendService** class name has ended.
14. Close the forms.

Set up recurrence patterns for batch jobs

Use the **Recurrence** form to specify recurrence patterns for batch jobs. For more information, see "Recurrence (form)" in the Help.

1. Click **Basic** > **Inquiries** > **Batch job** to open the **Batch job** form.
2. Select the outbound electronic invoices batch job.
3. Click **Recurrence** to open the **Recurrence** form, set up the batch job process, and then click **OK**.
4. In the **Batch job** form, select the batch job, click **Functions** > **Change status**, and then select **Waiting**.
5. Close the forms.

Add a customer account to the endpoint constraints list

Use the **Endpoints** form to update the constraints list for the sales order endpoint and the project endpoint to include the customer account that is created after the initial setup of OIOUBL electronic invoicing is complete.

1. Click **Basic** > **Setup** > **Application Integration Framework** > **Endpoints** to open the **Endpoints** form.
2. In the **Endpoint id** field, select an endpoint that uses the **SalesSalesEInvoiceService.read** action.
3. Click the **Constraints** tab, and then add a customer account.
4. In the **Constraint type** field, select **Customer**.
5. In the **Constraint ID** field, select the customer account.

   Note: You can also add the customer account to the endpoints constraints list for the project invoices. Select the endpoint that uses the **ProdProjEInvoiceService.read** action.
6. Close the form.

Creating, posting, and generating invoices and credit notes as .xml files

You can create and post sales invoices, free text invoices, project invoices, sales order credit notes, and project invoice credit notes, and then generate .xml files that can be submitted to the government. If a customer has included a dimension account when placing an order, the customer can withhold payment until the dimension account is included in an invoice.

You can also post multiple invoices and credit notes by using batch processing. For more information, see "Post an order in batch" in the Help. The OIOUBL files are created in the shared folder that is specified for the **EInvoiceFileTransform_OIOUBL** batch job task for the batch job.

You must complete the following procedures to create and post the invoices and credit notes and to generate the .xml files:

- Create and post a sales order invoice for a public sector customer
- Create and post a credit note for a sales order for a public sector customer
- Create and post a free text invoice for a public sector customer
- Create and post a project invoice for a public sector customer
- Create and post a credit note for a project invoice for a public sector customer

Create and post a sales order invoice for a public sector customer

Use the **Sales order** and **Posting invoice** forms to create and post a sales order invoice and to generate the invoice as an .xml file. The .xml file is then converted to the OIOUBL format. You can generate electronic invoices for customers for whom you have specified the European Article Numbering (EAN) number in the **EAN** field and selected the **eInvoice** check box in the **Customers** form. For more information, see "Sales orders (form)" and "Sales posting (form)" in the Help.

1. Click **Accounts receivable** > **Common Forms** > **Sales Order Details** to open the **Sales order** form.
2. Select or create a sales order. For more information, see "Create a sales order" in the Help.
3. Click the **General** tab, and then select a contact person in the **Contact** field.
4. Select the **Line-specific** check box to specify dimension accounts for each sales order line. You can enter a dimension account in the **Dimension account** field on the **General** tab in the lower pane.

   Note: If you clear the **Line-specific** check box, you can specify a dimension account for the sales order header in the **Dimension account** field on the **General** tab in the upper pane.
5. Click the **References** tab.
6. In the **Customer requisition** and **Customer reference** fields, enter the customer requisition number and customer reference number.
7. Click **Posting** > **Invoice** to open the **Posting invoice** form. For more information, see "Post and print sales order invoices based on packing slips and date" in the Help.
8. Select the **Posting** check box, and then click **OK** to post the sales order invoice and generate the .xml file. The .xml file is converted to the OIOUBL format.
9. Close the form.

When the batch job for electronic sales invoices is processed, invoices for customers who have an EAN number assigned are generated as .xml files, and then converted to the OIOUBL format. The resulting OIOUBL files are created in the shared folder that is specified for the **EInvoiceFileTransform_OIOUBL** batch job task for the sales order batch job.

Create and post a credit note for a sales order for a public sector customer

Use the **Create credit note** and **Posting invoice** forms to create and post a credit note for a sales order and to generate the credit note as an .xml file. The .xml file is then converted to the OIOUBL format. You can generate electronic credit notes for customers for whom you have specified the European Article Numbering (EAN) number in the **EAN** field and selected the **eInvoice** check box in the **Customers** form. For more information, see “Creating and using credit notes” in the Help.

1. Click **Accounts receivable** > **Common Forms** > **Sales Order Details** to open the **Sales order** form.
2. Select a sales order that has been created and invoiced for the customer who the EAN number is specified for.
3. Click **Functions** > **Create credit note** to open the **Create credit note** form.
4. Select the **Select all** check box to select all the transactions in the sales order to create credit notes for, or select the **Mark** check box to select a specific transaction in the sales order.
5. Click **OK** to close the **Create credit note** form. The details of the selected transaction are updated with the negative amount in the lower pane of the **Sales order** form.
6. Click **Posting** > **Invoice** to open the **Posting invoice** form.
7. Select the **Posting** check box, and then click **OK** to post the credit note and generate the .xml file. The .xml file is converted to the OIOUBL format.
8. Close the forms.

When the batch job for electronic sales invoices is processed, invoices for customers who have an EAN number assigned are generated as .xml files, and then converted to the OIOUBL format. The resulting OIOUBL files are created in the shared folder that is specified for the **EInvoiceFileTransform_OIOUBL** batch job task for the sales order batch job.

Create and post a free text invoice for a public sector customer

Use the **Free text invoice** and **Post free text invoice** forms to create and post a free text invoice and generate the invoice as an .xml file. The .xml file is then converted to the OIOUBL format. You can generate electronic invoices for customers for whom you have specified the European Article Numbering (EAN) number in the **EAN** field and selected the **eInvoice** check box in the **Customers** form. For more information, see “Free text invoice (form)” and “Post free text invoice (class form)” in the Help.

1. Click **Accounts receivable** > **Common Forms** > **Free Text Invoice Details** to open the **Free text invoice** form.
2. Create a free text invoice. For more information, see “Create a free text invoice” in the Help.
3. Click the **Invoice** tab, and then in the **Customer requisition** and **Customer reference** fields, enter the customer requisition number and customer reference number.
4. In the **Contact** field, select a contact.
5. Select the **Line-specific** check box to specify dimension accounts for each free text invoice line. You can enter an account in the **Dimension account** field on the **Invoice lines** tab.

   Note: If you clear the **Line-specific** check box, you can specify the dimension account for the free text invoice header in the **Dimension account** field on the **Invoice** tab.
6. Click the **Invoice lines** tab, and then in the **Description** field, enter a short description for the free text invoice line.
7. In the **Ledger account** field, select an account.
8. Click **Posting** > **Free text invoice** to open the **Post free text invoice** form.

9. Select the **Posting** check box, and then click **OK** to post the free text invoice and generate the .xml file. The .xml file is converted to OIOUBL format.
10. Close the form.

When the batch job for electronic sales invoices is processed, invoices for customers who have an EAN number assigned are generated as .xml files, and then converted to the OIOUBL format. The resulting OIOUBL files are created in the shared folder that is specified for the **EInvoiceFileTransform_OIOUBL** batch job task for the sales order batch job.

You can also print free text invoices. For more information, see "Reprint a free text invoice" in the Help.

Create and post a project invoice for a public sector customer

Use the **Invoice proposal** and **Post invoice** forms to create and post a project invoice and to generate the invoice as an .xml file. The .xml file is then converted to the OIOUBL format. You can generate electronic invoices for customers for whom you have specified the European Article Numbering (EAN) number in the **EAN** field and selected the **eInvoice** check box in the **Customers** form. For more information, see "Invoice proposal (form)" and "Post invoice (form)" in the Help.

1. Click **Project** > **Common Forms** > **Project Details** to open the **Projects** form.
2. Select or create a project. For more information, see "Create a project" in the Help.
3. Click the **General** tab, right-click the **Project contract** field, and then click **Go to the Main Table Form** to open the **Project contracts** form.
4. Click the **Other** tab, and then in the **Customer requisition** and **Customer reference** fields, enter the customer requisition number and customer reference number.
5. Select the **Line-specific** check box to specify dimension accounts for each project invoice line. You can enter the dimension account in the **Dimension account** field on the applicable line tabs (**Hour**, **Expense**, **Item**, **Fee**, **Subscription**, **On account**, and **Sales order**) in the **Invoice proposal** form.

   Note: If you clear the **Line-specific** check box, you can specify a dimension account for the project invoice header in the **Dimension account** field.
6. Close the form.
7. In the **Projects** form, click **Invoice** > **Invoice proposal** to open the **Invoice proposal** form.
8. Click **Create invoice** to open the **Create invoice** form.
9. In the **Invoicing method** field, select **Invoices** to include the transactions that have been posted from journals and are ready to be invoiced.
10. Select the required transaction types to include the transactions in the invoices.
11. In the **From date**, **To date**, and **Invoice date** fields, select the starting and ending dates to include project transactions posted to the project and the ledger posting date.
12. Click **OK**. The project invoices are created in the **Invoice proposal** form.
13. Click **Post invoice** to open the **Post invoice** form.
14. Select the **Posting** check box, and then click **OK** to post the project invoice and generate the .xml file. The .xml file is converted to the OIOUBL format.
15. Close the forms.

When the batch job for electronic project invoices is processed, invoices for customers who have an EAN number assigned are generated as .xml files, and then converted to the OIOUBL format. The resulting OIOUBL files are created in the shared folder that is specified for the **EInvoiceFileTransform_OIOUBL** batch job task for the project order batch job.

You can also view the posted project invoices and the related transactions. For more information, see "View project invoices" in the Help.

Create and post a credit note for a project invoice for a public sector customer

Use the **Invoice proposal** and **Post invoice** forms to create and post a credit note for a project invoice and to generate the credit note as an .xml file. The .xml file is then converted to the OIOUBL format. You can generate electronic credit notes for customers for whom you have specified the European Article Numbering (EAN) number in the **EAN** field and selected the **eInvoice** check box in the **Customers** form.

1. Click **Project** > **Common Forms** > **Project Details** to open the **Projects** form.
2. Select a project invoice that has been created and invoiced for a customer who the EAN number is specified for.
3. In the lower pane, select a journal transaction that has the **Transaction status** field selected as **Invoiced**.
4. Click **Invoice** > **Invoice** to open the **Invoice journal** form.
5. Select an invoice journal, and then click **Functions** > **Select for credit note** to open the **Select for credit note** form.
6. Select the **Select** check box to specify the project invoice for the credit note.
7. Click **OK** to close the **Select for credit note** form. The **Transaction status** field of the journal is updated as **Selected for credit note** in the **Projects** form.
8. Click **Invoice** > **Invoice proposal** to open the **Invoice proposal** form.
9. Click **Create invoice** to open the **Create invoice** form.
10. In the **Invoicing method** field, select **Credit notes** to specify that the transactions are to be credited.
11. Select the required transaction types to include the transactions in the credit note.
12. In the **From date**, **To date**, and **Invoice date** fields, select the starting and ending dates to include project transactions posted to the project and the ledger posting date.
13. Click **OK** to close the **Create invoice** form. The credit notes are created in the **Invoice proposal** form.
14. Click **Post invoice** to open the **Post invoice** form.
15. Select the **Posting** check box, and then click **OK** to post the credit note and generate the .xml file. The .xml file is converted to the OIOUBL format.
16. Close the forms.

When the batch job for electronic project invoices is processed, invoices for customers who have an EAN number assigned are generated as .xml files, and then converted to the OIOUBL format. The resulting OIOUBL files are created in the shared folder that is specified for the **EInvoiceFileTransform_OIOUBL** batch job task for the project order batch job.

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