**How-To Guide** SAP Business One and SAP Business One, Version for HANA, 9.3 and Higher Document Version: 1.2 – 2018-11-23

### How to Work with Electronic Documents in SAP Business One



# **Typographic Conventions**

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<example></example>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE	Keys on the keyboard, for example, $F2$ or $ENTER$ .

# **Document History**

Version	Date	Change
1.0	2018-03-22	Document Created
1.1	2018-05-22	Document Updated Following 9.3 Patch Level 4
1.2	2018-11-23	Minor corrections made to document

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### 1 Introduction

This how-to guide helps you to work with electronic documents in SAP Business One and SAP Business One, version for SAP HANA, with a focus on the enhancements delivered in SAP Business One version 9.3.

Current electronic document functionality in SAP Business One allows you to manage documents like *A/R Invoices* in an electronic format, such as XML. Electronic documents can be processed automatically by organizations and their systems.

Increasingly, organizations and official authorities around the world require documents to be submitted in an electronic format, to reduce manual processing. The number of documents created and the frequency of communicating them is increasing. More and more country authorities and businesses are adopting electronic communication solutions.

The enhancements in SAP Business One version 9.3 focus on the following areas:

- o Import of Electronic Documents
- o SAP Business One Integration Platform (B1i) Web Service Access available in certain localizations only

For some localizations, customized electronic document functionality exists based on local requirements, therefore the generic solution described in this guide may not apply. The SAP Business One localizations with customized electronic document functionality are currently:

- o Argentina
- o Brazil
- o Costa Rica
- o Czech Republic
- o Guatemala
- o Hungary
- o Italy
- o Mexico
- o Portugal
- o Spain

## 2 Initial Settings

Before using electronic document functionality, settings need to be established in SAP Business One:

#### **Document Settings**

The *Enable Electronic Documents* checkbox needs to be selected on the *Electronic Documents* tab of *Document Settings* if you want to generate and import electronic documents using SAP Business One.

From the Main Menu, choose Administration  $\rightarrow$  System Initialization  $\rightarrow$  Document Settings  $\rightarrow$  Electronic Documents tab  $\rightarrow$  Enable Electronic Documents.

Document Settings		
Ge <u>n</u> eral <u>P</u> er Documen	t Electronic Documents	
En <u>a</u> ble Electronic Documents		
B1i Server URL		
Service Password		
Default Generation Type	Not Relevant 💌	
El. Document Format Mappings		
Default	<b>•</b>	
Web Service	<b>•</b>	
Sender Details		
Name		
E-Mail		
Notification ✓ Alert C E-Mail		
1		

Note

The *Electronic Documents* tab layout and contents varies by SAP Business One localization.

#### **Digital Series**

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*Digital Series* need to be established for the outgoing electronic documents you wish to manage in SAP Business One. *Digital Series* options are available in *Series - Setup* of *Document Numbering - Setup* once *Enable Electronic Documents* has been selected.

For example, for A/R Invoices, you need to establish a numbering series with the Digital Series checkbox selected. From the Main Menu, choose Administration  $\rightarrow$  System Initialization  $\rightarrow$  Document Numbering  $\rightarrow A/R$  Invoices to access the Digital Series checkbox. Ensure that a row with a relevant series and other details are in place, and that the Digital Series checkbox is selected.

## **3 Importing Electronic Documents**

The process of importing electronic documents is performed in the *Electronic Document Monitor* by selecting *Import*. By importing electronic documents, you can populate document drafts with imported information. The documents being imported must be in the correct XML format.

To introduce details from XML files into the system, you need to properly define import mapping files for the *Electronic File Manager*. The system identifies document type and business partner, the relevant business partner master data must already exist in SAP Business One.

To set up import mappings, from the Main Menu, choose Administration  $\rightarrow$  System Initialization  $\rightarrow$  Document Settings  $\rightarrow$  Electronic Documents tab  $\rightarrow$  Import Mapping Determination. An illustrative setup is shown below:

ot	tocol		Electronic documents	•				
	Document Type		Document Type XPath	BP Identificatio		BP Identification XPath	Import Format	
	A/P Invoice	•	Invoice/DocumentType	Federal Tax ID		/Invoice/AccountingSupplierParty/Party/PartyTaxScheme/CompanyID	Import Format ISDoc	
	A/P Credit Memo	-	Invoice/DocumentType	Federal Tax ID	*	/Invoice/AccountingSupplierParty/Party/PartyTaxScheme/CompanyID	Import Format ISDoc	
		•		Federal Tax ID	*		Import Format ISDoc	
		1						
		-						
	4							•

XPaths need to be defined for Document Type and for BP Identification when using Federal Tax ID, Additional ID, Unified Federal Tax ID, CNPJ, Alias Name, IBAN or BP Name.

The available Import Format options are taken from Administration  $\rightarrow$  Setup  $\rightarrow$  General  $\rightarrow$  Electronic File Manager.

Once the required settings have been made, you can select the files you wish to import. You can view the drafts generated from uploads by selecting the  $\Rightarrow$  (*Link Arrow*) in the *Doc. Number* column of *Electronic Document Monitor*.

							_ [
w Type	[	All	•	Date From	n 15/06/2017	То	
Туре	Status	Cancelation	Doc. Number	UUID	BP Code	BP Name	
Draft	New	No	📫 13	eDocNum_0001			
Draft	New	No	📫 14	eDocNum_0001			
Draft	New	No	📫 15	eDocNum_0001			
4							•

Draft documents shown in *Electronic Document Monitor* can be added as regular documents, provided all the required information is present. Drafts need to be reviewed to check for mandatory information.

#### i Note

The preparation of import mapping files needs to be carried out in the *Electronic File Manager* add-on designer.

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### 4 Bli Web Service Access

To help deal with larger volumes of electronic documents, a web service is provided in SAP Business One to make electronic communications faster and more reliable.

The web service is available for installation as a package in B1i to connect directly to SAP Business One without needing to use *Event Sender*. For the connection, a specific mapping file designed for the web service is required.

Through the web service, B1i can monitor what data is produced by SAP Business One and update the documents held there. The web service connects to a country localization specific package in B1i which handles the specific localization requirements.

To establish a web service link between SAP Business One and B1i, settings need to be made in B1i, where web service packages need to be imported and enabled.

#### 1 Note

Web service functionality is now available in all SAP Business One localizations where generic *Electronic Documents Framework* functionality is activated. The generation of electronic documents is tied to the existence of the web service installation and setup.

#### Procedure

In B1i, import the following relevant latest packages from SAP Note 2622777 - Generic Web Service Enhancements under  $Menu \rightarrow SCENARIOS \rightarrow Import$ .

- sap.eDocWS-XX-1.\*.\*.zip package for the connection of SAP Business One to the web service of B1i.
- o sap.eDocWS-\*.\*.\*.zip package for the connection of B1i to the outside world.

Scenarios	Scenario Import						
Business Processes							
Package Design	Scenario Package or Step ZIP File Name						
Step Design	Import Individual SysType Properties						
Setup	Import Individual Global Tables						
Control	Actions	Submit					
Reports							
Import							
Export	Explanations						
Authentication	Allows Importing Scenario Package or Step Archive in ZIP Format.						
	Import Inserts XML Documents to Correct Location in BizSto	re					
	Import Individual SysType Properties: Select to import S	ysType Properties					
	Import Individual Global Tables: Select to import Individua	al Global Tables					
	[Submit]: To Start Import from File System, Click Submit						

Once uploaded, the packages need to be set up. Set up the scenario *Steps*, making sure all steps are activated.

• For sap.eDocWS, establish the required Steps:

Scenario Package S	etup										
Scenario Package Identifier											
Version Number	1.0.0										
Status	active										
Scenario Steps	4 of 7										
Sender System Types											
Receiver System Types											
Activate Job List											
Actions	🗂 🗐 🕐 🐎 🗞	teps	Sender	Receiver	B	Deactivate	Data I	/lgt.	Setup	Tools	
				alaat O		rio Otono					×
Explanations		Se 26	up -	select S	cena	rio Steps					^
Scenario Package Identifier:	Scenario Package Identifier										
Version Number: Scenario Pa	ckage Version		C								
Status: Scenario Status Desigr	n, Setup, or Active		Scenario	Step Identifi	er						1
	signed Scenario Steps and Numb		sap.eDoc	WS.AddEnt	rγ		1	Activa	ate 🗸	Generate	
	Sender System Types for Which S				iken			Activa	ate 🗸	Generate	
Receiver System Types: List of Receiver System Types for Whi Activate Job List: Activates Processing of Automatic Jobs Base				WS.DelEntr			1			Generate	
[Steps]: Select Scenario Steps			WS.GetEntr			1		-	Generate		
[Sender]: Select or Modify Sen		•	WS.Login	y		Reflect			Generate		
	eceiver Systems and Filter Criteria						V		the first sector		
[Timer]: Define or Modify Sche	duler Settings for Timer-Triggered									Generate	
[Activate/Deactivate]: Activate or Deactivate Scenario			sap.eDoc					Activa	ate 🗸	Generate	

• For sap.eDocWS, establish the Sender details:

Scenario Package S	etup						×
		t	·····				
Scenario Package Identifier			0 Selec	ction			
Version Number			Polostia	n (Setup Se	ndore)		
Status			Choose E			ender List	
Scenario Steps	4 of 7	,	Select			Gender List	
Sender System Types	ws						
Receiver System Types							
Activate Job List		r	2001081				
Actions	🛅 🗐 🕐 🐝	er   Rece	iver 📳	Deactivate	Data Mgt.	Setup Tools	
			. Oalaa		0		×
Explanations		Setu	p - Selec	t Sender	System	5	~
Scenario Package Identifier:	Scenario Package Identifier						
Version Number: Scenario Pa	ckage Version		CB				
Status: Scenario Status Desigr	n, Setup, or Active	Scen	ario Package	ldentifier	sap.eDoo	WS	
Scenario Steps: Number of As	signed Scenario Steps and Number of Set Up		Web Service	3)			
Sender System Types: List of	Sender System Types: List of Sender System Types for Which Scenario Is [						
Receiver System Types: List		001sap0003	WSforM				
Activate Job List: Activates Pr	rocessing of Automatic Jobs Based on System		001sap0011 WSforCustomerCheckout			kout	
[Steps]: Select Scenario Steps	for Setup	~	001sapED01	elnvWS			
Pandadi Colort or Modifi Cor	when Di interne and Filter Oritoria						

• For sap.eDocWS, establish the required Steps:

Scenario Package Setup									
Scenario Package Identifier	sap.eDocWS-XX								
Version Number	1.0.0								
Status	active								
Scenario Steps	3 of 3								
Sender System Types									
Receiver System Types									
Activate Job List									
Actions	🗂 🛃 🕢 🐝 🗞 🖻	Steps	Sender	Receiver	<b>B</b>	Deactivate	Data Mgt.	Setup Tool	s
			O Set	up - Sele	ect S	cenario S	teps	-	×
Explanations		-			5.8.5.5		5-1-12 		
Scenario Package Identifier: Scenario Package Identifier			00	2					
Version Number: Scenario Package Version Status: Scenario Status Design, Setup, or Active		-	enario Step	Identif	ier				
Scenario Steps: Number of Assigned Scenario Steps and N			p.eDocWS-			1	Activate 🗸	Generate	
Sender System Types: List of Sender System Types for Wh		🔲 sa	p.eDocWS-	XX.rece	eiveDoc	1	Activate 🗸	Generate	
Receiver System Types: List of Receiver System Types for Which Scenario Is Defined Activate Job List: Activates Processing of Automatic Jobs Based on System Events			🔲 sa	p.eDocWS	XX.sen	dEmail	$\checkmark$	Activate 🗸	Generate

• For sap.eDocWS, set up the required Data Mgt:

Scenario Package Setup						
Scenario Package Identifier	sap.eDocWS-XX					
Version Number	1.0.0					
Status	active					
Scenario Steps	3 of 3					
Sender System Types						
Receiver System Types						
Activate Job List						
Actions	🗍 🗐 🕢 ဲ 🏷 Steps Sender Receive	er 📄 Deactivate Data Mgt. Setup Tools				
Explanations		2				
Scenario Package Identifier: Scenario Package Identifier						
Version Number: Scenario Package Version						
Status: Scenario Status Design, Setup, or Active	Property	Value				
Scenario Steps: Number of Assigned Scenario Steps and N	umber of Set Up Scenario Steps SMTPAddress					
Condes Contes Tomas I have Condes Contes Tomas Contes	IL CITTA I DIRITA					

o For sap.eDocWS, set up a password to match that in SAP Business One:

#### COCKPIT SLD MAINTENANCE SCENARIOS MONITORING TOOLS HELP

Scenarios	Scenario Package Setup											
<ul> <li>Business Processes</li> </ul>												
<ul> <li>Package Design</li> </ul>	Scenario Package Identifier	sap.eDocWS										
<ul> <li>Step Design</li> </ul>	Version Number	1.3.0										
<ul> <li>Setup</li> </ul>	Status	design										
Control	Scenario Steps	9 of 9										
Reports	Sender System Types	WS										
<ul><li>Import</li><li>Export</li></ul>	Receiver System Types											
Authentication	Activate Job List											
- Automication	Actions	🗊 🗐 🕕 🐝 🏷 Steps Sender Receiver 😰 Activate Data Mgt. Setup Tools										
	0 eDocW	/S Administration Panel										
	Explanations Scenario Package Version Number: eDocWS Package	Criteria [127.0.0.1:8080] assword										
	Status: Scenario S Actions Scenario Steps: N Sender System T	Save Close										

Then activate the packages in B1i in Menu  $\rightarrow$  SCENARIOS  $\rightarrow$  Control.

	IAINTENANCE SCENARIOS M			_P									
Scenarios	Integration Framework - Scenario Package Overview												
Business Processes	🗊 📿 👩 Deactivate All Clear	Sort by I	Name Sort by Business Area										
<ul> <li>Package Design</li> <li>Step Design</li> </ul>	sap. B1if. Samples	1.0.0	Samples	2	Info	Docu	Status	Overview	Reports	Setup	>>>	Trigger	Che
Setup	sap. B1 Mobile	2.0.0		00	Info	Docu	Status	Overview	Reports	Setup	»»>	Trigger	Che
Control	sap. B1RFQ	2.0.2	Procurement	20°	Info	Docu	Status	Overview	Reports	Setup	>>>	Trigger	Che
Reports	sap.B1System	1.0.9		30	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
Import	sap.B1System2	1.0.0		40	Info	Docu	Status	Overview	Reports	Setup	<b>&gt;&gt;&gt;</b>	Trigger	Che
Export	sap.B1Validate	1.0.0		20	Info	Docu	Status	Overview	Reports	Setup	<b>&gt;&gt;&gt;</b>	Trigger	Che
Authentication	sap.CampaignService	1.0.0		200	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap. CustomerCheckoUI	3.0.17		30	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.CustomerCheckout	3.0.17		ŝ	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.DATEV-HR	1.3.4		30	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.eDocWS	1.0.0		90	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.eDocWS-MX	1.0.0		30	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.elnvMX	3.0.16		1	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.KEYSTORE.OPs 🍘	1.1.2		00	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.PTLegal	1.0.0		0	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.Xcelsius	1.0.13		0	Info	Docu	Status	Overview	Reports	Setup	»»	Trigger	Che
	sap.XcelsiusPortal	1.0.0		30	Info	Docu	Status	Overview	Reports	Setup	>>>	Trigger	Che

After the setup is complete, select OK.

Once the packages have been activated in B1i, you can see the details of the *B1i Server URL* on the *Electronic Documents* tab of *Document Settings* in SAP Business One. Set up is required in SAP Business One.

In SAP Business One, upload the web service mapping file eDocWSParams-XX-?.??. spp. From the *Main Menu*, choose *Administration*  $\rightarrow$  *Setup*  $\rightarrow$  *General*  $\rightarrow$  *Electronic File Manager*. Alternatively, upload the document through the *Define New* option on the *Electronic Documents* tab of *Document Settings*.

The purpose of the eDocWSParams-XX-.spp file is to transfer the setup of the web service from SAP Business One to the relevant Bli scenario (sap.eDocWS is the scenario package provided by SAP as a reference).

The field Service Password must correspond to the sap.eDocWS password defined in B1i. Its purpose is to ensure that the connection between SAP Business One and B1i scenario package is authorized.

In the *Sender Details* section, specify the contact information of the sender used in automatic e-mails created with electronic document file attachments.

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