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>`	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

Contents

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
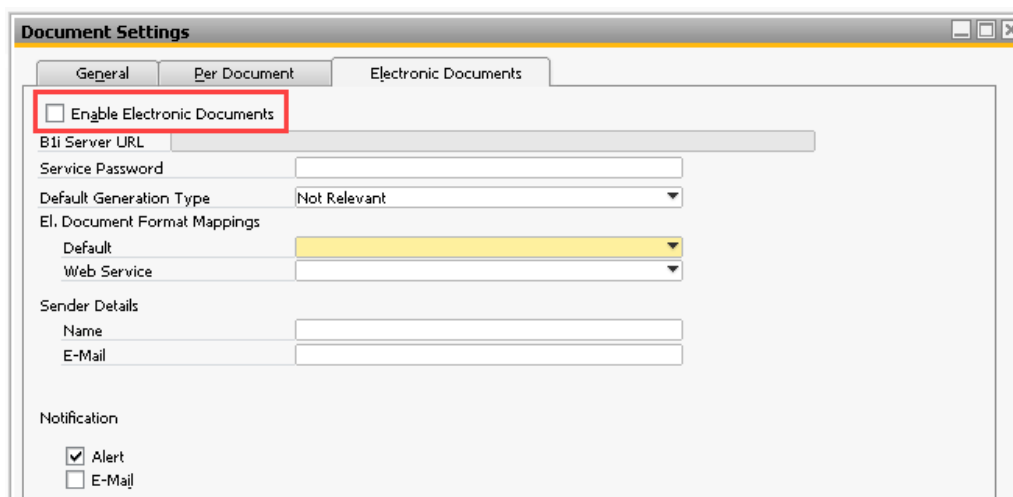- o Mexico
- o Portugal
- o Spain

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 → System Initialization → Document Settings → Electronic Documents* tab *→ Enable Electronic Documents.*
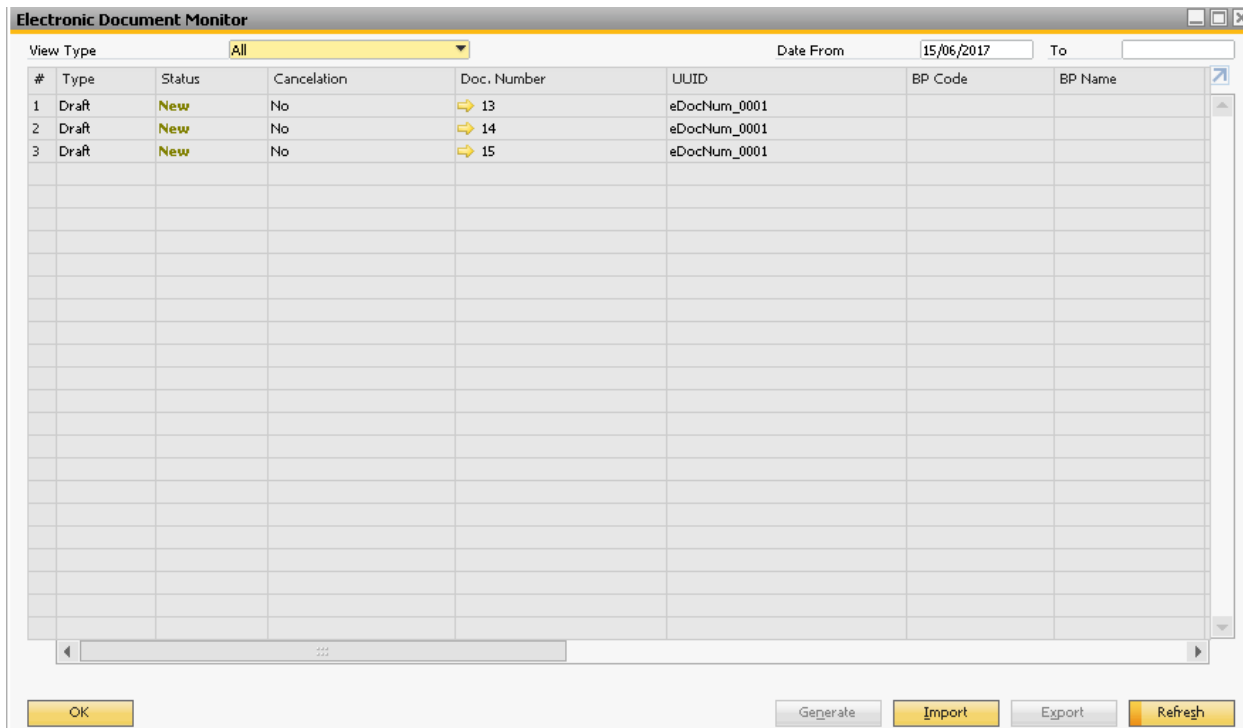
> **i** Note
>
> The *Electronic Documents* tab layout and contents varies by SAP Business One localization.

Digital Series

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 → System Initialization → Document Numbering → 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.

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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 → System Initialization → Document Settings → Electronic Documents* tab → *Import Mapping Determination.* An illustrative setup is shown below:

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 → Setup → General → 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 ⇨ (*Link Arrow*) in the *Doc. Number* column of *Electronic Document Monitor*.

Electronic Document Monitor								
View Type		All ▼			Date From	15/06/2017	To	
#	Type	Status	Cancelation	Doc. Number	UUID	BP Code	BP Name	↗
1	Draft	New	No	⇨ 13	eDocNum_0001			
2	Draft	New	No	⇨ 14	eDocNum_0001			
3	Draft	New	No	⇨ 15	eDocNum_0001			

OK　　　　　　　　　　　　　　　　　Generate　Import　Export　Refresh

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.

4   B1i 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.

i 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 → SCENARIOS → Import.*

- o `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.

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

- o For `sap.eDocWS`, establish the required *Steps*:

○ For `sap.eDocWS`, establish the *Sender* details:

○ For `sap.eDocWS`, establish the required *Steps*:

o For `sap.eDocWS`, set up the required *Data Mgt*:

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

Then activate the packages in B1i in *Menu → SCENARIOS → Control.*
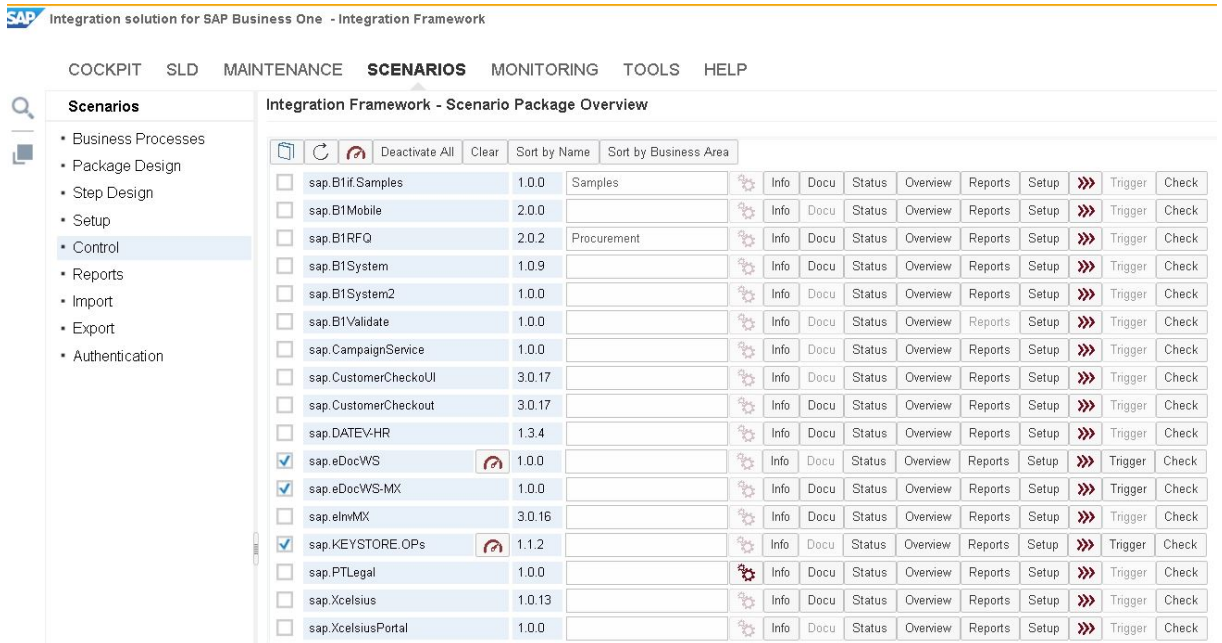
After the setup is complete, select *OK*.

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 → Setup → General → 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 B1i 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.

www.sap.com/contactsap

Material Number