SHERKETYERP

Configure country statutory reports and certificates

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Country-specific reports and certificates

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Country-specific accounting surfaces help administrators prepare certificates, licenses, statutory exports, electronic-invoicing data, and country-specific report views. SInvoice is the destination to which invoices are sent; this area defines the template and sequence used for them. FEC is the French accounting export.

If you need to…	Go to
Find a country report, certificate, license, or SInvoice surface	Find the country-specific surface
Check the fields and conditional areas before changing anything	Understand the fields and conditional areas
Enter certificate information or prepare a number range	Configure and run the country-specific tasks
Select the correct country or export branch	Choose the applicable country branch
Continue with operational electronic invoicing	Electronic invoicing and local reporting
Continue with administrative electronic-invoicing settings	Admin electronic invoicing and local reporting
Prepare broader audit or reporting work	Reports and audit work
Resolve a general application error	General error messages
Ask for help with an unresolved issue	Getting help

Before you start

Prerequisites

- You have the accounting manager access used by the **Certificates**, **Licenses (TicketBAI)**, **e-Faktur**, **Templates**, and **Symbols** destinations.
- You know which country-specific surface you need and which company it applies to.
- You have multi-company access when the surface includes a company choice.
- For Italian electronic invoicing, you have an invoice or refund in the applicable saved state before checking or sending its integration data.

Country settings change which areas appear. A TicketBAI license area is shown for a Spanish company. Italian company and electronic-invoicing areas are shown for an Italian company, and some Italian details appear only after the corresponding company choice is selected.

Find the country-specific surface

Country-specific reports and certificates are reached from accounting configuration, customer invoicing, or reporting destinations. A list surface shows records or ranges; a wizard asks for criteria before it produces an export or report.

1. Open the Accounting area.
2. Select the destination that matches the work you need to do.

If you need to…	Select
Manage Veri*Factu certificates	**Certificates**
Manage TicketBAI company licenses	**Licenses (TicketBAI)**
Generate the French accounting export	**FEC**
Review French sales closings	**Sales Closings**
Prepare the Hungarian tax export	**Tax audit export - Adóhatósági Ellenőrzési Adatszolgáltatás**

If you need to…	Select
Review Argentine sales by jurisdiction	**IIBB - Sales by jurisdiction**
Maintain Indonesian invoice-number ranges	**e-Faktur**
Maintain Italian transport documents	**DDT**
Maintain Vietnamese invoice templates	**Templates**
Maintain Vietnamese invoice symbols	**Symbols**

3. Check whether the destination opens a list or a wizard.

   A list destination includes **Certificates**, **Sales Closings**, **e-Faktur**, **DDT**, **Templates**, and **Symbols**. **FEC** and the Hungarian tax-audit destination open forms for
   selecting export information. The Argentine destination opens a pivot report.

Result: You are on the country-specific list, wizard, or report surface that matches your
task.

Understand the fields and conditional areas

The country-specific surfaces combine certificates, company settings, export criteria, number
ranges, transport documents, and report filters. Read the area that applies to your task before
entering information.

Surface	What to look for
Certificates	Certificate content, password, a validity period, and a company choice where multi-company access applies.
Licenses (TicketBAI)	The TicketBAI license area in the company form. It appears for a Spanish company.
FEC	An **Options** area with start and end dates, a test-file choice, an export type, and excluded journals. `Technical Info` describes the file layout.
Tax audit export - Adóhatósági Ellenőrzési Adatszolgáltatás	A selection choice, date or name ranges, and a file area after an export file exists.

Surface	What to look for
e-Faktur	Minimum and maximum number ranges, available numbers, and a company column when multi-company access applies.
DDT	A document name and date. The list does not offer creation or import.
Sales Closings	Closing dates, frequency, period and cumulative totals, with the record shown as read-only.
Italian company settings	Italian fiscal and tax information, the `Electronic Invoicing` tab, company-register details, and tax-representative details.
Italian invoice settings	Stamp duty, DDT, originating-document information, and Italian purchasing references in the `Electronic Invoicing` tab.
IIBB - Sales by jurisdiction	The jurisdiction filter and grouping by state and account.

The Italian company-register details appear after **Company listed on the register of companies**
is selected. The tax-representative partner appears after `Company have a tax representative`
is selected. Italian invoice fields are editable while the invoice is in draft; after that they are read-only. The Italian `Electronic Invoicing` tab applies to the supported invoice and refund types for an Italian company.

With the applicable areas identified, continue to Configure and run the country-specific tasks.

Configure and run the country-specific tasks

Use the procedure that matches the surface you opened. Do not select an action that sends data
outside the system unless that external action is intended.

Enter certificate information

Certificate records contain the certificate content, password, validity period, and applicable
company. The validity period is identified by `Validity` on the certificate form.

Prerequisites

- You have the certificate file and its password.
- You know the start and end dates of the certificate's validity.

- You have the required company access if more than one company is available.

Steps

1. Open **Certificates**.
2. Enter the certificate content.
3. Enter the certificate password.
4. Enter the start and end dates beside `Validity`.
5. Select the applicable company when the company choice is available.

Result: The certificate form contains the certificate material, password, validity period, and applicable company.

Prepare a statutory export or report

Use one of these alternatives after opening the matching surface.

Prerequisites

- You know the date, name, journal, or number-range criteria required by the destination.
- You have checked the conditional fields described in Understand the fields and conditional areas.

Steps

1. Select the row for your task in the table below.

If you are working with…	Do this
FEC	Complete the export criteria, then select **Generate**. Select **Cancel** to close the wizard instead.
Hungarian tax audit export	Choose the applicable date or name range, then select **Export**. Select **Close** to leave the wizard.
e-Faktur	Enter the number ranges assigned by the government.
SInvoice	Open **Templates** to maintain invoice templates or **Symbols** to maintain invoice-sequence symbols.
Italian electronic invoicing	Select **Check Sending** when the integration is in a sending or processing state. Select **Send Tax Integration** only when the external submission is intended.

Result: The selected country-specific surface contains the criteria, range, or action state
for the task you chose.

The FEC surface describes its output as UTF-8 text with CSV columns separated by a pipe (`|`).
The SInvoice template controls which invoice template is used when an invoice is rendered:
`A SInvoice template is used when sending invoices to SInvoice in order to know which invoice template to use when rendering the invoice.`
The SInvoice symbol controls the invoice sequence:
`A SInvoice symbol is used when sending invoices to SInvoice in order to generate the invoice sequence.`
e-Faktur assigns a number from a configured range
when an invoice is validated, after which the invoice can be filtered for export.

Use the country conditions in the next section when more than one branch applies to your task.

Choose the applicable country branch

Use the company, document, and selection choices that match the statutory work you are preparing.

Prerequisites

- You have opened the country-specific surface for the work you are preparing.
- You know the company, document type, or selection that applies to the task.

Steps

1. Select the row for your task in the table below.

Country or task	Choose this branch when…	What changes
Spain — TicketBAI	The company is Spanish.	The TicketBAI license area is available.
France — FEC	You need a normal export.	The lock-date warning is shown.
France — FEC test	You select the test-file choice.	The test-mode warning is shown and the export type is available.
Hungary — tax audit export	You select a date or name range.	The matching date or name fields are shown.

Country or task	Choose this branch when…	What changes
Italy — company settings	The company is Italian.	Italian company fields and the `Electronic Invoicing` tab are available.
Italy — company-register details	You select **Company listed on the register of companies**.	The company-register detail fields are shown.
Italy — tax representative	You select `Company have a tax representative`.	The tax-representative partner is shown.
Italy — invoice electronic invoicing	The document is a supported invoice or refund for an Italian company.	The `Electronic Invoicing` tab is shown.
Italy — invoice editability	The invoice is in draft.	Italian invoice fields can be edited; later states make them read-only.
Italy — checking a send	The integration is in a sending or processing state.	**Check Sending** is shown.
Indonesia — e-Faktur	You are preparing customer-invoice export.	The configured number range supplies the invoice number at validation.
Vietnam — SInvoice	You are preparing invoice rendering or sequencing.	Use **Templates** for rendering templates and **Symbols** for invoice sequences.
Argentina — IIBB	You need sales grouped by jurisdiction.	Use the jurisdiction filter and state or account grouping.

Result: The fields and actions on screen match the country and record conditions for your
task.

When a country task goes wrong

When a task stops, use the message or the location on screen to choose your next action. The
table pairs each message or screen result with its meaning and next action.

What you see	What it means	What to do
`When you download a FEC file, the lock date is set to the end date. If you want to test the FEC file generation, please tick the test file checkbox.`	The FEC action can set the lock date unless you use the test-file choice.	Select the test-file checkbox before selecting **Generate**

What you see	What it means	What to do
		when you need a test export.
`You are in test mode. The FEC file generation will not set the lock date.`	The FEC wizard is in test mode.	Review the criteria, then select **Generate** when the test file is ready.
`The encoding of this text file is UTF-8. The structure of file is CSV separated by pipe '	'.`	The FEC output uses UTF-8 and pipe-separated CSV columns.
The requested destination opens `/web#action=apps_menu`.	The application menu opened instead of the selected country-specific surface.	Return to the Accounting area and select the destination again.
Certificates is not on the screen after opening the certificate destination.	The certificate list did not open.	Return to the Accounting area and select **Certificates** again.
The page closes while a country-specific destination is loading.	The destination did not remain open long enough to display its fields.	Open the destination again and wait for its list, wizard, or report surface.

After the destination opens and the task is ready, continue to Know what to do next.

Know what to do next

After preparing a country-specific setting or export, continue in the page that owns the next
business action:

- Use Admin electronic invoicing and local reporting for broader electronic-invoicing administration.
- Use Electronic invoicing and local reporting for operational electronic-invoicing work.
- Use Reports and audit work for broader reporting and audit tasks.
- Use Admin reports and audit work for administrative report and audit settings.

- Use General error messages for an application error not listed here.
- Use Getting help when a route, sign-in, or country configuration issue remains unresolved.