

Centsoft

Centsoft - Account Payable Automation

Business Central Manual

Contents

- Centsoft Setup 3**
 - General 4
 - Inward Registration 4
 - Posting 6
 - Number Series 7
 - Create web services..... 8
 - Create job queues 9
- Centsoft Document 11**
 - Fields..... 12
 - Actions..... 13
- Centsoft inward reg. entries 16**
- Workflow..... 17**
 - OData..... 17
 - Register data..... 17
 - Centsoft document workflow..... 17
 - Flow Chart 18

Centsoft Setup

Centsoft Setup

Deploy | More options

General

Activated Vendor Name in Desc...

Inward Registration

Inward Registration A...	<input checked="" type="checkbox"/>	Inward Cost Account	3095
Def. Inward Reg. Prod...	DIV	Inward Debt Account	2510
Gen. Prod. Posting Gr...	DIV	Inward Posting Descri...	INW
VAT Prod Posting Gro...	T0	Reverse Posting Descr...	INW REV
VAT Prod Posting Gro...	T100	Source Code	CENTSOFT
VAT Account	2679		

Posting

Default Posting Date ... Document Date Auto Post Documents

Auto Post Inward

Number Series

Inward Reg. Nos. ... INW

This is the setup page for the Centsoft extension. Most of the configuration is for the Inward registration and Inward registration account coding. At first installation you will have to create the necessary web services and job queues that is used by the extension. See sections “Create web services” and “Create job queues”. We will explain every setting in their section below.

General

In the General section of the setup page we have only two things to cover.



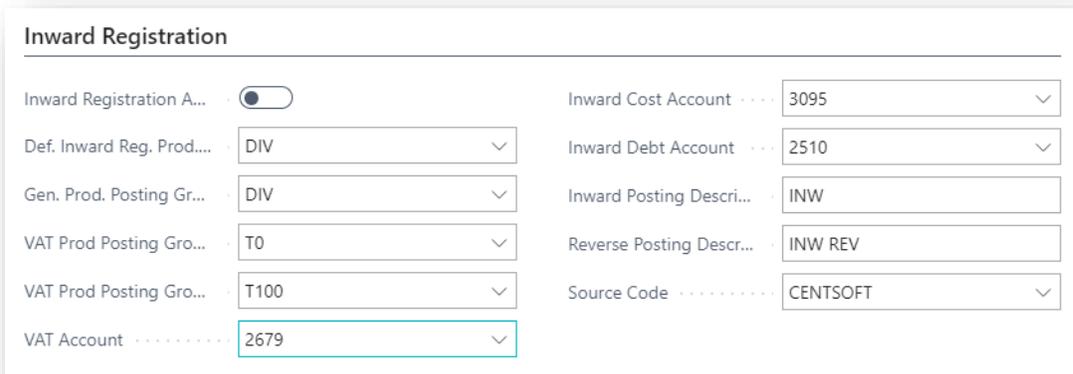
1. The “Activated” field is to activate the extension, this will enable you to create the automatic job queues that will auto post documents.



2. If the “Vendor Name in Description” field is activated, it adds the vendor name into the description field when Inward registration is posted and reversed. If other text is present in the field it will concatenate the text with a “-“ and then the vendor name.



Inward Registration



The Inward Registration part contains most of the configuration, Preliminary registration must be activated in Centsoft organization settings if it's going to be used. We need to set some default parameters for the Inward registration part of the extension to work.

Centsoft controls the whole Inward registration process inside of Business Central.

1. Activate Inward registration by activating the field "Inward Registration Activated". This requires preliminary registration to be activated inside Centsoft.

Inward Registration Activated

2. "Def. Inward Reg. Prod. Post Gr" is used as a default when no Product Posting Group is present on the accounting line.

Def. Inward Reg. Prod... DIV

3. "Gen. Prod. Posting Group" is used on the cost line/VAT line that is generated when inward registration is made without pre-coding (no lines)

Gen. Prod. Posting Gr... DIV

4. You need to specify two VAT prod posting groups, one for Full VAT and one that has no VAT (zero VAT %). These are used when pre-coding is turned off and we need to generate a cost line that will use the "no VAT" and a VAT line that will use the "Full VAT".

VAT Prod Posting Group No VAT T0

VAT Prod Posting Group Full VAT T100

- 5. We also need to specify some default accounts that will be used when posting Inward registration.

VAT Account	2679	▼
Inward Cost Account	3095	▼
Inward Debt Account	2510	▼

- a. The VAT amount will be registered on the chosen “VAT Account”.
 - b. The amount excl. VAT will be registered on the chosen “Inward Cost Account”.
 - c. The amount Inc. VAT will be registered on the chosen “Inward Debt Account”.
- 6. (Optional) “Inward Posting Description” and “Reverse Posting Description” is used if you want to add some static text to the “Description” field in General journal when Posting Inward registration and reversing it.

Inward Posting Description	INW
Reverse Posting Description	INW REV

- 7. “Source Code” is just there for tracking, the field “Source Code” in General journal will be populated with this value.

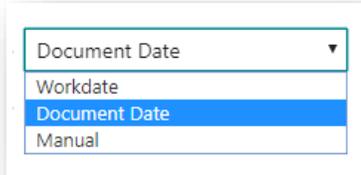
Source Code	CENTSOFT	▼
-------------------	----------	---

Posting

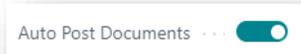
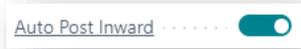
Posting		
Default Posting Date ...	Document Date ▼	Auto Post Documents ... <input checked="" type="checkbox"/>
Auto Post Inward	<input checked="" type="checkbox"/>	

The posting section contains settings that affect both Inward Registration and the definitive posting of invoices.

1. "Default Posting Date" works in the way that if a value was provided from Centsoft that value will be used else it will use the Default value selected here in the Setup. We have three options here.



- a. "Workdate" will set the posting date to current value of the business central work date.
 - b. "Document Date" will use the document date value from the invoice as posting date.
 - c. "Manual" means that you manually need to set a posting date value, or an error will occur when trying to post the invoice.
2. The "Auto Post Inward" and "Auto Post Documents" switch will determine if the automatic Job queues that we will create should automatically post the invoices. These should be on but if there is a need to manually post invoices you can accomplish that by switching these to off.



Number Series

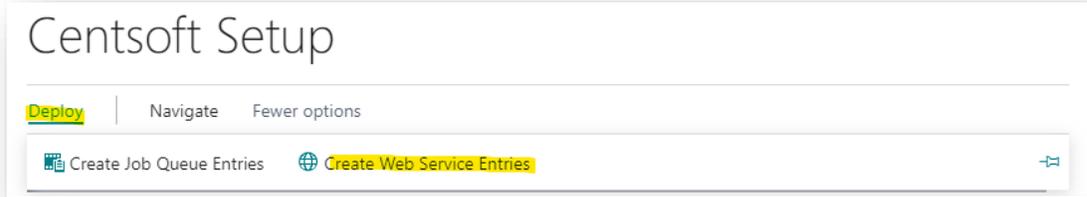


In the Number Series part, we set the No series we want to use for different things.

1. "Inward Reg. Nos." is used for inward registration documents that are created when Inward Registration is made on a Centsoft Document. It is recommended to use a new Number Series dedicated to the Centsoft Inward registration functionality.



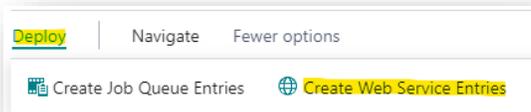
Create web services



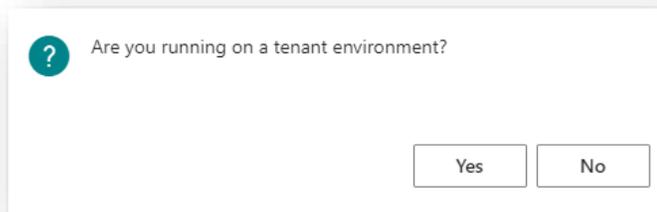
Centsoft uses ODataV4 web services when communicating with Business Central but for that to work we need to create the web services that will be used for retrieving data and exporting data into Business Central.

On the top of the “Centsoft Setup” we have added a button that does this for us. The “Create Web Service Entries” inside “Deploy” should create all the web services needed for the communication.

1. Click the “Deploy” -> “Create Web Service Entries” on top of the page.



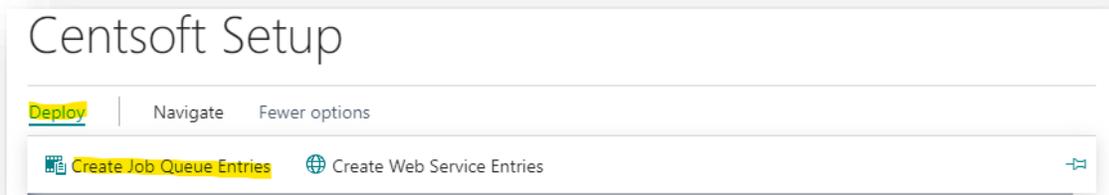
2. Choose if you are running on a tenant environment, this is usually “Yes”.



3. The Web services page should now open and you can verify that the webservices have been created by searching for “Efh” as it is the prefix for all our webservices.

Object Type	Object ID	Object Name	Service Name	All Ten...	Pub...	OData V4 URL
Page	5480	accounts	EfhAccountEntity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	12038912	Centsoft Inward Reg. Entries	EfhCentsoftInwardRegEntries	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	5	Currencies	EfhCurrencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	1701	Deferral Templates	EfhDeferralTemplateList	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	12038921	Efh Dimension Values	EfhDimensionValues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	12038917	Efh Document	EfhDocument	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	12038918	Efh DocumentLine	EfhDocumentLine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	5615	FA Classes	EfhFAClasses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	5616	FA Subclasses	EfhFASubclasses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	5600	Fixed Asset Card	EfhFixedAssetCard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	5601	Fixed Assets	EfhFixedAssetList	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	118	General Ledger Setup	EfhGeneralLedgerSetup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	18	G/L Account List	EfhGLAccountList	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	2852	taxGroups	EfhNativeTaxGroupEntity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	2866	Native - VAT Setup	EfhNativeVATSetup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	51	Purchase Invoice	EfhPurchaseInvoice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
Page	471	VAT Product Posting Groups	EfhVATProductPostingGroups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...
→ Page	:	12038919	Efh Vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	https://api.businesscentral.dyn...

Create job queues

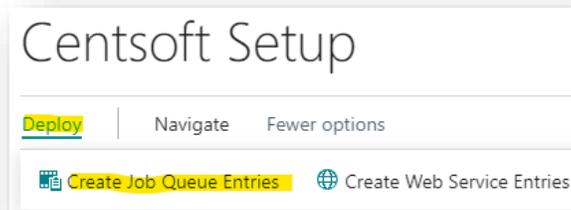


Here we cover how to create the job queue entries that will automatically create the purchase invoices from Centsoft documents, Inward registrate the invoices and definitive post the invoices.

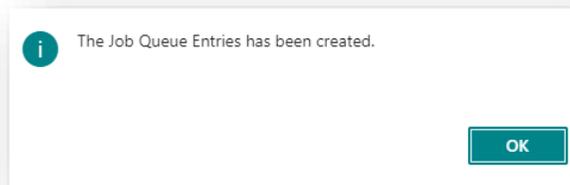
1. For this button to work you need to have the “Activated” switch from the “General” part turned on



2. Navigate to “Deploy” -> “Create Job Queue Entries” and click it.



3. This information box should appear if everything was successful and you can now go into the “Job Queue Entries” page to confirm that our jobs were created.



4. These three jobs should now exist in the “Job Queue Entries” page.

Ready	GABRIEL.ACOSTA.ENGLER	Codeunit	12038917	JobQueue CentSoft Auto.Handle	Post Inward
Ready	GABRIEL.ACOSTA.ENGLER	Codeunit	12038917	JobQueue CentSoft Auto.Handle	Create Purch Doc.
Ready	GABRIEL.ACOSTA.ENGLER	Codeunit	12038917	JobQueue CentSoft Auto.Handle	Post Invoice

- a. “Create Purch Doc.” Handles all the Centsoft Documents with the status “Imported”. Its job is to create Purchase invoices from those documents and set the status to “Document Created”, if Inward registration is not used then the status will be set to “Ready for Posting” instead. The default value of “No. of Minutes between Runs” for this job is 5 minutes.
- b. “Post Inward” Handles all the Centsoft Documents with the status “Document Created”. Its job is to do an Inward Registration on those documents and set the status to “Inward Registration Posted”. The default value of “No. of Minutes between Runs” for this job is 10 minutes.

- c. "Post Invoice" Handles all the Centsoft Documents with the status "Ready for Posting". Its job is to post those documents and set the status to "Document Posted". The default value of "No. of Minutes between Runs" for this job is 15 minutes.

Centsoft Document

CENTSOFT DOCUMENTS | WORK DATE: 4/17/2020

Search Manage Process Inward Approve Post View Doc./Transactions Page ...

Document Type ↑	No. ↑	Pay-to Vendor No.	Posting Date	Payment Terms Code	Due Date	Currency Code	On Hold	VAT
Invoice	402881887...	20000	4/17/2020		4/18/2020			
Invoice	402881887...	20000	4/17/2020		4/17/2020			
Invoice	402881887...	20000	4/17/2020		4/17/2020			

DOCUMENT CARD | WORK DATE: 4/17/2020

402881887182569E01718597E9F50107

Process Inward Approve Post View Doc./Transactions More options

General [Show more](#)

Document Type	Invoice	VAT amount	200.00
No.	402881887182569E01718597E9...	Amount Including VAT	1,000.00
Pay-to Vendor No.	20000	Document Date	4/17/2020
Pay-to Name	First Up Consultants	EfhStatus	Document Posted
Posting Date	4/17/2020	NAV document No.	108209
Payment Terms Code		Payment Date	
Due Date	4/18/2020	Error	<input type="checkbox"/>
Vendor Invoice No.	002	Error message	
Vendor Cr. Memo No.		Creation Date/Time	4/17/2020 2:49 AM
Currency Code		User ID	GABRIELACOSTA.ENGLER
Currency Factor	0	Comments	
On Hold		Document URL	http://localhost:8090/?typ...
Amount	800.00	No Inward Registration	<input type="checkbox"/>

Lines | Manage

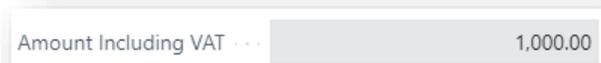
Line No. ↑	Type	No.	Description	Quantity	VAT Prod. Posting Group	Direct Unit C
→ 10000	G/L Account	5160		1	MOMS25	800

Centsoft Document is the document as sent from Centsoft. This page mirrors a purchase invoice and is used as a front, that means when Centsoft exports an invoice to Business Central it creates a Centsoft Document and from that document a purchase invoice is created. Centsoft Document is used by Centsoft to see the status of the invoice and see if there are any errors to report back to Centsoft.

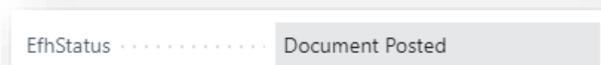
Fields

The page mostly resembles the Purchase Invoice page except for a few things.

1. “Amount including VAT” speaks for itself, this value is added to a field called “Efh Gross Amount” in the Purchase Invoice when Created/Updated.



2. “EfhStatus” represents the status that the invoice is in. Centsoft uses this field to either update the invoice in Centsoft or to set the field itself when an action is to be made.



The Different Statuses that exists and its meaning:

- a. **Imported** - When the Centsoft Document is created for the first time and there does exist a Purchase Invoice from the document it gets the status “Imported” and keeps that status until a Purchase Invoice is created from it.
- b. **Document Created** - When a Purchase Invoice has been successfully created from the Centsoft Document the document changes its status to “Document Created”.
- c. **Inward Registration Posted** – If Inward Registration is used and a Centsoft Document has been Inward registered successfully then it will get the status “Inward Registration Posted”. The Centsoft Document will be Inward Registered if the switch “No Inward Registration” in the document is off.
- d. **Ready for Posting** – When the document is done and ready to be posted it will have the status “Ready for Posting”. This status is set from Centsoft when an invoice is ready for definitive registration.
- e. **Document Posted** – If the Purchase Invoice is posted successfully then the Centsoft Document that is connected to the Purchase Invoice will get the status “Document Posted” and Centsoft will be able to retrieve the status and update the invoice in Centsoft.

- f. **Cancelled** – If the Centsoft Document is Cancelled it will remove the Purchase Invoice (if created) that it is connected to and get the status “Cancelled”. Centsoft does not retrieve the status and if a Centsoft Document is cancelled in Business Central it needs to be manually removed in Centsoft.
3. “NAV document No.” is the Purchase Invoice/Posted Purchase Invoice number that the Centsoft document is connected to.



NAV document No. 108209

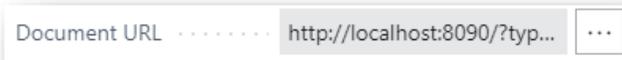
4. “Error” and “Error message” go together as a pair. If there was an error when trying to do an action on the Centsoft Document the “Error” switch will turn on and a message will be displayed in the “Error message” field. Centsoft uses these to retrieve any error that has occurred back to Centsoft so it can be displayed on the invoice.



Error

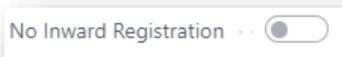
Error message

5. “Document URL” is a link to the invoice in Centsoft, if not already logged in you will be prompted to log into Centsoft to see the invoice.



Document URL <http://localhost:8090/?typ...> ...

6. “No Inward Registration” is used by Centsoft to mark that the Centsoft Document is not to be Inward Registered. This is mostly used for customers that don’t use Inward registration and want to post the documents directly.

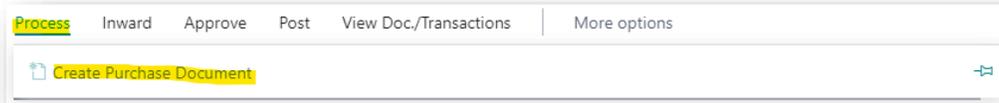


No Inward Registration ..

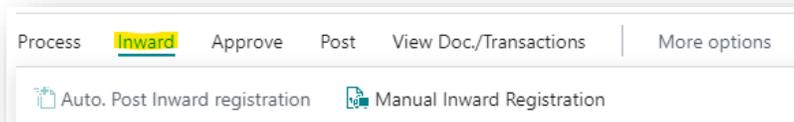
Actions

Centsoft Document has some actions that can be used for manual purposes, but it is strongly recommended to let the automatic job queues do the work if you are not familiar with the workflow, that being said the actions used for navigating to the Purchase Invoice/Posted Purchase Invoice are good ways to navigate to the connected parts of the Centsoft Document.

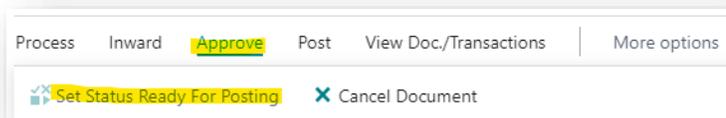
1. **Create Purchase Document** – This action is used to Create a Purchase Invoice from the Centsoft Document. This is the same action that the Job queue that handles the creation of Purchase Invoices uses. If the action succeeded the invoice will get a “NAV document No” assigned to it and get the status “Document Created” else the “Error” switch will be turned on and a message should be displayed in “Error message”.



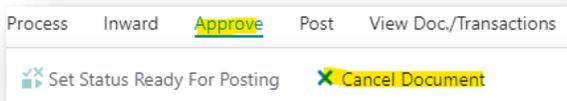
2. **Auto. Post Inward registration/Manual Inward Registration** – These actions are used to Inward register the Centsoft Document. If you choose to Auto post the document, it uses the information that is supplied in the document for the inward registration and if you choose Manual you can enter/alter values before doing the Inward registration. If the action succeeded the invoice will get the status “Inward Registration Posted” else the “Error” switch will be turned on and a message should be displayed in “Error message”.



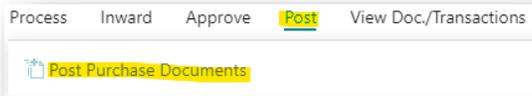
3. **Set Status Ready for Posting** – This action is used to set the Centsoft documents “EfhStatus” to the status “Ready for posting” so that you can either manually post the document or let the automatic job do it. This status is usually set by Centsoft or another automatic job and is rarely used.



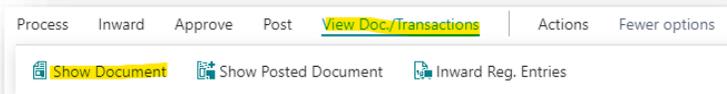
4. **Cancel Document** – This action is used for Cancelling the Centsoft document, this will delete the Purchase Invoice connected to it and set the “EfhStatus” of the document to “Cancelled”. This does not remove the invoice in Centsoft, if this is desired it needs to be removed manually.



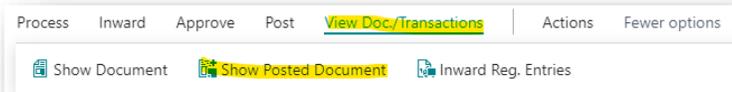
5. **Post Purchase Documents** – This action is used for posting the Centsoft Document and can only be used if the document has a Purchase Invoice connected to it and the status “Ready for Posting”. If the action succeeded the invoice will get the status “Document Posted” and get the new Posted Purchase Invoice number into the “NAV document No” field else the “Error” switch will be turned on and a message should be displayed in “Error message”.



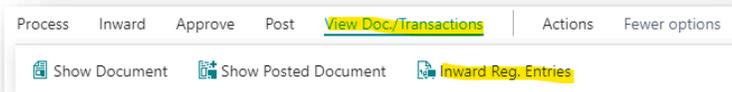
6. **Show Document** – Navigates to the Purchase Invoice that is connected to the Centsoft Document, this action will not work if no Purchase Invoice that is connected to the document exists e.g. when the Centsoft document recently was created and has status “Imported” or has been posted and has the status “Document Posted”.



7. **Show Posted Document** – Navigates to the Posted Purchase Invoice that is connected to the Centsoft Document, this action will only work if the document has a Posted Purchase Invoice connected to it.



8. **Inward Reg. Entries** – Navigates to the Inward Reg. Entries that is connected to the Centsoft Document if there are any.



Centsoft inward reg. entries

CENTSOFT INWARD REG. ENTRIES | WORK DATE: 4/17/2020

Search | **Navigate** | Page | Actions | Navigate | Fewer options

Document No.	Posting Date	Source Type	Source No.	Vendor Invoice No.	Amount (LCY)	Open	Applies-to Entry	VAT Amount
INW0004	4/29/2020	Invoice	107215	00055	800.00	<input checked="" type="checkbox"/>	0	200.00

The Centsoft Inward Reg. Entries page shows all the Inward entries that has been made when Inward registering Centsoft documents. This page will give you information about what has been Inward Registration Posted and the details of every post.

For more Entry information you can mark a specific Inward reg. entry and click on “Navigate”. This will give you more details on what entries has been made for an Inward registration.

Search | **Navigate** | Page | Actions | Navigate | Fewer options

Document No.	Posting Date	Source Type	Source No.	Vendor Invoice No.	Amount (LCY)	Open	Applies-to Entry	VAT Amount
INW0004	4/29/2020	Invoice	107215	00055	800.00	<input checked="" type="checkbox"/>	0	200.00

DOCUMENT

Document No. INW0004 Posting Date 04/29/20

Show Related Entries | Find | Print... | More options

Related Entries	No. of Entries
→ G/L Entry	3
VAT Entry	1

Click on the number on the right side to see the specific entries.

Workflow

OData

Centsoft uses ODataV4 when communicating with Business Central. ODataV4 is a REST web service that enables us to use Json to transfer data from and to Business Central.

In the Web Services page, there is a column for ODataV4 that contains the URL to the specific data you want to retrieve/manipulate.

For more about OData you can read their documentation on:

<https://www.odata.org/documentation/>

Register data

Register data are collected from the Business Central web services. In some cases multiple calls are necessary to import register data for the item.

Register data collected from the system and web services used:

Register data	Object ID	Object Name	Web service name
Account	5480	accounts	EfhAccountEntity
Currencies	5	Currencies	EfhCurrencies
Suppliers	12038919	Efh Vendor	EfhVendor
Fixed Asset Types	5615	FA Classes	EfhFAClasses
Fixed Assets	5600	Fixed Asset Card	EfhFixedAssetList
Periodic templates	1701	Deferral Templates	EfhDeferralTemplatelist
Dimensions	12038921	Efh Dimension Values	EfhDimensionValues
Vat codes	471	VAT Product Posting Groups	EfhVATProductPostingGroups

Centsoft document workflow

The invoice account coding lines from Centsoft must contain VAT prod posting group when working with the solution.

The purchase order invoice can be registered with or without inward registration and the account coding can be done in two ways depending if it is a reverse VAT invoice or regular invoice with VAT.

With inward registration the invoice document is received in external system and transferred to BC365. The document gets created and the inward registration is booked. The purchase invoice is account coded and approved in external system, the updated account coding for the document is exported from the system and the purchase invoice document is updated with the new account coding. The status on the purchase invoice is updated to Ready for booking and the document can be booked and paid in BC365. The purchase invoice will get paid and the status is updated to Paid. The paid status is collected by external system.

Without the inward registration functionality the document is sent to Business Central account coded and approved from Centsoft. The document is imported, created, booked and paid without additional information from Centsoft.

Flow Chart

