



akuiteo
BUSINESS SOFTWARE

User Guide

DEMATERIALIZED INVOICES - CHORUS

Version 4.3

Revision number: 3

Published in: March 2021

Written by: Documentation team

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Table of Contents

1 Preface	4
1.1 Revisions	4
1.2 Help Desk	4
2 Presentation	5
2.1 Dematerializing invoices for CHORUS	5
2.2 Your activity	5
2.3 Steps to follow	5
3 Managing dematerialized invoices	6
3.1 Prerequisites	6
3.2 Preparing customers	6
3.3 Preparing sales business documents	7
3.3.1 Searching for an invoice	7
3.3.2 Checking information linked to the invoice	7
3.3.3 Custom data	7
3.3.4 Main attachment	7
3.3.5 Additional attachments	8
3.4 Generating invoices in CHORUS PRO format	8
3.5 Changing the dematerialization status	9
3.5.1 Modifying the status of an invoice	9
3.5.2 Modifying the status of multiple invoices	10

1 Preface

1.1 REVISIONS

Revision 3	Published in March 2021 <ul style="list-style-type: none">Added update of the dematerialization status for a single invoice (see Changing the dematerialization status (p. 9)).
Revision 2	Published in November 2020 <ul style="list-style-type: none">Updated content to use the CHORUS PRO APIs.
Revision 1	Published in March 2021

1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

To share your feedback or contact the help desk, feel free to visit our website page:
<https://www.akuiteo.fr/akuiteo.clients/>

2 Presentation

2.1 DEMATERIALIZING INVOICES FOR CHORUS

Since January 1, 2017, all French public entities have been required to accept dematerialized invoices sent by their suppliers. The issuers of invoices destined to the public sphere are also concerned by this requirement and need to progressively transition to dematerialized invoices.

These provisions have been mandatory since:

- 2018/01/01 for intermediate-sized companies;
- 2019/01/01 for small and medium-sized companies.

2.2 YOUR ACTIVITY

In this context, as a private or public entity sending invoices to a public entity (State, local public sector entities and public institutions), you must comply with some billing requirements.

There are two options available depending on the number of invoices generated by your company for public entities:

- If you have a few invoices to submit, you can manually save them via the CHORUS PRO portal.
- If you have a lot of invoices to submit, you can set up Akuiteo in order to dematerialize these invoices and you can then transfer them via the CHORUS PRO portal.

2.3 STEPS TO FOLLOW

- 1 Sign up to CHORUS PRO.
- 2 Set up Akuiteo with the help of a consultant.
- 3 Create dematerialized invoices.
- 4 Generate invoices in XML format.
- 5 Transfer invoices to CHORUS PRO:
 - Either manually via the CHORUS PRO portal;
 - Or by asking your IT service to connect to the CHORUS platform and transfer the XML files in "EDI mode";
 - Or automatically by using the CHORUS PRO APIs.

3 Managing dematerialized invoices

Reference

This document explains how to dematerialize invoices for CHORUS PRO. For details about how to set up Akuiteo, refer to the *Setup Guide Dematerialized invoices - Chorus*.

3.1 PREREQUISITES

The following items must be specified on dematerialized invoices, so they must first be specified in Akuiteo for the customer sites:


- The SIRET number in the **General** tab > **Site details** section > **SIRET #** field. The invoices are sent to a SIRET that represents a public structure's entity.
- The postal address and the **Country** in the **General** tab > **Contact details** section.

Depending on the requirements of the public entity receiving the dematerialized invoices, the following custom data can be required:

- The recipient service's code, meaning the service receiving the invoice. This code is defined in the custom data of the customer site.
- The contract number, which references the supplier contract. This number is defined in the custom data of the sales business documents.
- The market number (or agreement number for the customer). This number is defined in the custom data of the sales business documents.
- The commitment number (legal commitment that references the market or purchase order). This number is defined in the custom data of the sales business documents.

3.2 PREPARING CUSTOMERS

The customer site linked to the invoice must be prepared before the invoice can be dematerialized.

- 1 From the record sheet of the relevant customer, go to the **Sites** tab then double-click on the desired line to open the site record sheet.
- 2 Check that the SIRET number is correctly entered in the **General** tab > **Site details** section > **SIRET #** field.
- 3 Open the **Edit** menu > **Change dematerialization management**.
 The **Dematerialization** window opens.
- 4 Check **Dematerialize invoices**.
- 5 In the **Dematerialization code** field, select the **CHORUS** code from the help list.

- 6 Click **Validate**.
- 7 From the CHORUS custom data tab, fill in the **Service code**, the **Service name** and the **IBAN number** depending on the requirements of the public entity.
↳ The customer site is prepared.

3.3 PREPARING SALES BUSINESS DOCUMENTS

3.3.1 Searching for an invoice

Open the **Management** menu > **Sales** > **Invoices** to access the invoices search screen.

To easily find the relevant invoices to be dematerialized, check the **Dematerialization supported** criteria from the **Main criteria** tab > **Types** section.

3.3.2 Checking information linked to the invoice

Akuiteo performs a check before generating any dematerialized file. Make sure that:

- the SIRET number of the invoice's company and billing site are specified,
- the invoice's company address is specified,
- the invoice number is not more than 20 alphanumeric characters,
- the currency code is not more than 3 alphanumeric characters,
- the country code (for the customer's company and the supplier's billing site) is not more than 2 alphanumeric characters.

3.3.3 Custom data

Before an invoice is dematerialized, you can fill in some custom data in order to prepare the invoice. These custom data can also be filled in directly in the quotation or the order so they are already filled in for the invoice.

- 1 From the record sheet of the quotation, order or invoice, go to the CHORUS custom data tab.
- 2 Fill in the **Contract number**, the **Market number**, the **Commitment number**, the **Cash journal** and the **Effective date** depending on the requirements of the public entity.


3.3.4 Main attachment

A main attachment can be added to the dematerialized invoice. This attachment is the original of the invoice published by Akuiteo.

Important

There can only be one main attachment.

To add a main attachment:

- When the validated invoice is being published, make sure the **Original** option is checked.
- In the **Linked documents** tab of the invoice, there must be only one .PDF document with the  icon (to indicate the document is an Original).

A document will not be added as a main attachment if it is not an Original in .PDF format.


Note

Chorus does not accept files with a name exceeding 50 characters. If the name of the main attachment is too long, Akuteo will automatically shorten the end of that name when the XML file is generated.

3.3.5 Additional attachments

Additional attachments can be added to the dematerialized invoice. You can add as many additional attachments as necessary.

To add an additional attachment:

- The document must be in .PDF format.
- The document cannot be an Original. In the **Linked documents** tab of the invoice, the document must not be associated with the  icon.
- The document must be filed under **CHORUS**:
 1. Right-click on the document line from the **Linked documents** tab of the invoice, then click **Filed under**.
 2. In the **Filed under** field, enter **CHORUS**.
 3. Click **Validate**.

A document will not be added as an additional attachment if it is not in .PDF format and if it is not filed under **CHORUS**.

Note

Chorus does not accept files with a name exceeding 50 characters. If the name of the additional attachment is too long, Akuteo will automatically shorten the end of that name when the XML file is generated.




3.4 GENERATING INVOICES IN CHORUS PRO FORMAT

Note

The CHORUS PRO portal has quotas for transferring dematerialized invoices:

- On the test environment: 5 queries per second with a maximum of 50,000 queries per day
- On the production environment: 20 queries per second with a maximum of 1 million queries per day

When these quotas are reached, the invoices can no longer be transferred.

- 1 Open the **Banking** menu > **Batch reports and batch processing** > **Dematerialization of invoices**.
- 2 In the search screen, fill in the relevant criteria to find the invoices to be dematerialized, then start the search. The **Dematerialization code** is the only required criteria.
- 3 From the search results, select the invoices to be dematerialized then click on .
 The selected invoices are displayed in the **Dematerialize invoices** screen.
- 4 To print a summary of the invoices, open the **Edit** menu > **Start printing**.
- 5 Open the **Edit** menu > **Generate the Chorus files**.
 The XML files are generated and can be accessed in the storage directory associated with the dematerialization code. A compressed file including all the XML files is also generated and stored in a **\targz** sub-folder in the storage directory. You can then transfer the XML files or the compressed file to CHORUS.

The transmission status of the dematerialized invoices changes to **2 - Sent** in Akuiteo and the transmission date is added in the **Header** tab.

If you use the CHORUS PRO APIs, the dematerialized invoices are automatically transferred to the CHORUS PRO portal

Reference

For more information about the CHORUS PRO APIs, refer to the *Setup Guide for Dematerializing Invoices - Chorus*.

3.5 CHANGING THE DEMATERIALIZATION STATUS

If an invoice is rejected after its transfer, the dematerialization status must be updated manually.

If you are using the CHORUS PRO APIs to automatically transfer invoices, you must check manually that each dematerialized invoice has been successfully transferred. When an invoice is successfully transferred using the APIs, a transaction ID is retrieved and stored in the **Transaction ID** custom data (Sequence 9, Alphanum06). To identify the invoices that have not been transferred to CHORUS PRO, search for invoices with the dematerialization status set to **2 - Sent** and with no transaction ID.

3.5.1 Modifying the status of an invoice

- 1 From the dematerialized invoice's record sheet, click on **Edit** > **Modify** > **Update the dematerialization status**.
The **Dematerialization status** window opens.
- 2 Select the new dematerialization status from the drop-down list of the **Status** field.
- 3 Click **Validate**.
The dematerialization status of the invoice is updated.

3.5.2 Modifying the status of multiple invoices

- 1 Start an invoice search with the relevant criteria.
- 2 From the search results, right-click on the desired invoice then click **Update the dematerialization status**.
 - ↳ The **Dematerialization status** window opens.
- 3 Select the new dematerialization status from the drop-down list of the **Status** field.
- 4 Click **Validate**.
 - ↳ The dematerialization status of the invoice is updated.