



akuiteo
BUSINESS SOFTWARE

User Guide

DEMATERIALIZED INVOICES - CHORUS

Version 4.3

Revision number: 1

Published in: April 2020

Written by: Documentation team

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1 Preface

1.1 REVISIONS

Revision 1

Published in April 2020

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".

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 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** and the **Effective date** depending on the requirements of the public entity.


3.3.3 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, Akuiteo will automatically shorten the end of that name when the XML file is generated.

3.3.4 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, Akuiteo will automatically shorten the end of that name when the XML file is generated.

3.4 GENERATING INVOICES IN CHORUS PRO FORMAT

- 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.

3.5 CHANGING THE DEMATERIALIZATION STATUS

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

- 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.