



AvaTax for Communications

SaaS Pro Commit_Uncommit Process

Document: TM_00566_0004

Date: 10/25/2017

Avalara for Communications - Contact Information	
Address	Avalara, Inc. 513 South Mangum Street, Suite 100 Durham, North Carolina, 27701
Toll Free	800-525-8175
Corporate Site	http://communications.avalara.com/
Comms Platform Site	https://communications.avalara.net
Email	communicationsupport@avalara.com

Document Revision History

The Revision History log lists the date and description of the most recent revisions or versions of the document.

Date	Version	Description
03/10/2017	0001	Initial version.
04/14/2017	0002	Miscellaneous updates in Section 2 Supporting Commit/Uncommit Field(s) , Section 3 Supporting Commit/Uncommit API(s) and Section 4 Compliance Reporting . Added Section 5 API Samples .
06/27/2017	0003	Added Section 6 Frequently Asked Questions and updated Section 5 API Samples with a note containing the link to REST API Samples.
10/25/2017	0004	Updated Avalara contact information (address and support site).

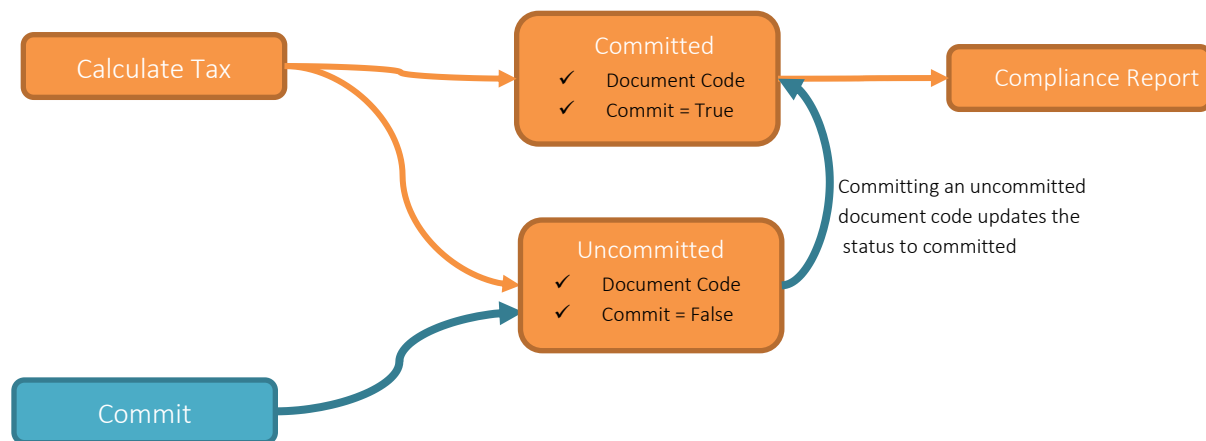
Table of Contents

1.	Overview.....	1
1.1	Commit/Uncommit Usage	1
1.2	Commit/Uncommit Process	1
2.	Supporting Commit/Uncommit Field(s).....	2
2.1	Field Values and Data Structure Tables.....	2
2.2	Support for Single Transaction Tax Calculation APIs	3
2.3	Support for Invoice Mode API	3
3.	Supporting Commit/Uncommit API(s).....	4
3.1	Summary	4
3.2	Parameters.....	4
3.3	Validation	4
3.4	Returns.....	4
3.5	Errors	4
4.	Compliance Reporting.....	5
4.1	Using the Commit Process	5
4.2	Commit Process is Not Used	5
5.	API Samples	6
5.1	Single Telecom Transaction Example	6
5.2	Single Sales and Use Transaction Tax Calculation	7
5.3	Invoice Mode ProcessCustomerBatch API Sample.....	7
5.4	Invoice Mode CalcTaxesInCustMode Sample.....	8
5.5	CommitTransactions API Sample	9
5.6	CommitTransactions API Sample with Optional Fields.....	9
6.	Frequently Asked Questions	11

1. Overview

1.1 Commit/Uncommit Usage

The process to commit documents is optional and used to identify documents that should be included in the Compliance Reports for remittance to the Department of Revenue (DoR) for tax compliance reporting. This process is often used when not all taxes being calculated are considered final for compliance reporting. When a document is considered final, a commit can be sent to finalize the document. This also allows users to commit an entire invoice by using the document code instead of calculating the taxes again when the document is determined to be final.



A document can be committed at any time as long as there is a document code associated to it.

1.2 Commit/Uncommit Process

AFC SaaS Pro provides the ability to commit or uncommit telecom and sales and use transactions and only include the committed transactions within compliance reports.

At any time during the reporting cycle, users may create new transactions and populate a new field titled **DocumentCode** on this transaction. The input value of the **DocumentCode** field should be a unique identifier used to group transactions. For example, an invoice number would be a typical value to enter as the **DocumentCode**.

In addition to the **DocumentCode** field, a new **Commit** flag is available to identify transactions to include in or exclude from the compliance report produced in each reporting cycle.

Only committed transactions are applied to and appear in the compliance report. Transactions tied to a **DocumentCode** with a **Commit** flag set to *False* are excluded from the compliance report at the end of the reporting cycle.

However, if prior to the end of the reporting cycle, the user determines there is a need to cancel or remove a transaction tied to a **DocumentCode** which was previously committed, the new commit API must be utilized to perform this operation. The commit API allows users to change the setting of the **Commit** flag to *True* or *False* after the initial selection.

At the end of the reporting cycle, a compliance report is generated reflecting only transactions which were identified as committed. Any transactions associated with committed **DocumentCodes** included in this report are considered locked and cannot be removed, canceled or modified going forward.

Note: After the reporting cycle, all **DocumentCodes** with **Commit** flags set to *True* are locked and cannot be modified once the compliance report is generated. Users may, however, commit previously uncommitted **DocumentCodes** via the commit API. To request an updated compliance report, please email communicationsupport@avalara.com.

2. Supporting Commit/Uncommit Field(s)

2.1 Field Values and Data Structure Tables

The following fields must be provided within the tax calculation APIs in order to support this feature.

Data Fields for Commit Feature				
Data Definition				
	Field	Value	Data Type	Description
	DocumentCode	User-defined, 150 character limit, Alphanumeric	String	Value that identifies a transaction, quote, or invoice in the calling system. The value is provided by the user when performing the tax calculation. VALIDATION: <ul style="list-style-type: none">Value must not be longer than 150 characters.
	Commit	True False (Default)	Nullable<bool>	Nullable Boolean field indicating if the DocumentCode should be committed as soon as the tax calculation is processed. NOTES: <ul style="list-style-type: none">Nullable value is used in order to make field optional for backwards-compatibility purposes.Transaction will not be committed if an error occurred during processing.If a DocumentCode is provided but Commit is null, Commit will be defaulted to false when saving the information.If Commit is true, DocumentCode must not be empty.

The following data structure is passed as a parameter to the **CommitTransactions** API:

CommitData				
Data Definition				
	Field	Value	Data Type	Description
	DocumentCode	User-defined, 150 character limit, Alphanumeric	String	Document code for transactions to commit or uncommit.
	Committed	True False	bool	Indicates if document code should be committed or uncommitted.
	CustomerNumber	User-defined	String	Optional. 20 characters max.
	InvoiceNumber	User-defined	Nullable<int>	Optional
	Optional	User-defined	Nullable<int>	Optional
	Optional4	User-defined	Nullable<int>	Optional
	Optional5	User-defined	Nullable<int>	Optional
	Optional6	User-defined	Nullable<int>	Optional
	Optional7	User-defined	Nullable<int>	Optional
	Optional8	User-defined	Nullable<int>	Optional
	Optional9	User-defined	Nullable<int>	Optional
	Optional10	User-defined	Nullable<int>	Optional
	OptionalAlpha	User-defined	String	Optional. 20 characters max.
	OptionalFields	User-defined	OptionalField[]	Array of OptionalField objects.

Note: When reports are generated, the optional fields provided in this data structure replace the corresponding values originally provided in the transactions at the time of processing the tax calculations. Please leave the values null to avoid replacing the original transaction values.

2.2 Support for Single Transaction Tax Calculation APIs

When processing tax calculations in non-Invoice Mode tax calculation APIs, the **DocumentCode** and **Commit** fields must be provided within the body of the **Transaction** or **SalesUseTransaction** data structures. Please see the [API Samples](#) section for an example of how to provide this information through the APIs.

2.3 Support for Invoice Mode API

Within the Invoice Mode tax calculation APIs, it is not necessary to provide the **DocumentCode** and **Commit** fields within each transaction. Instead, these fields are provided as separate parameters within the body of the **ProcessCustomerBatch**, **ProcessCustomerBatchV2**, **CalcTaxesInCustMode** or **CalcTaxesInCustModeV2** APIs. Please see the [SOAP Samples](#) section for an example of how to provide this information through the APIs.

3. Supporting Commit/Uncommit API(s)

The commit API, **CommitTransactions**, provides users with the ability to change the **Commit** flag for transactions tied to a **DocumentCode**.

Note: After the reporting cycle, all **DocumentCodes** with **Commit** flags set to *True* are locked and cannot be modified once the compliance report is generated. Users may, however, commit previously uncommitted **DocumentCodes** via the commit API. To request an updated compliance report, please email communicationsupport@avalara.com.

3.1 Summary

The **CommitTransactions** API is used to commit or uncommit a **DocumentCode**.

3.2 Parameters

A **CommitData** object is required as a parameter in order to specify a valid **DocumentCode** and a Boolean indicating whether transactions with the specified **DocumentCode** should be committed or uncommitted. Any optional field values provided in this parameter are used when reports are generated in order to replace the corresponding values originally specified within the transaction at the time of tax calculation processing.

3.3 Validation

DocumentCode in the input data parameter must not be blank or null.

DocumentCode cannot be longer than 150 characters.

DocumentCode must match a **DocumentCode** provided previously when performing a tax calculation.

3.4 Returns

Boolean indicating success or failure.

Note: Exception thrown with appropriate error message in case of failure.

3.5 Errors

DocumentCode cannot be blank or null.

DocumentCode not found.

DocumentCode has been locked.

4. Compliance Reporting

4.1 Using the Commit Process

The compliance report generated at the end of the reporting cycle is a reflection of all transactions tied to a committed **DocumentCode**. Transactions associated with an uncommitted **DocumentCode** are excluded from the compliance report.

Within this process, the system uses the date when the transaction is committed (either by setting **Commit** to *True* within the tax calculation API or the **CommitTransactions** API) with disregard to the invoice date of the transaction, or the date when the transaction is processed. For example, an invoice may be processed in January, but it is committed in February. The taxes for the invoice are included and shown in the compliance report for February and not in the compliance reports for January.

Please refer to **Section 2.3 Compliance Reports** in the **AFC Comprehensive Guide to Reports and Data Files** for additional details on the format and data included in the compliance report.

Note: After the reporting cycle, all **DocumentCodes** with **Commit** flags set to *True* are locked and cannot be modified once the compliance report is generated. Users may, however, commit previously uncommitted **DocumentCodes** via the commit API. To request an updated compliance report, please email communicationsupport@avalara.com.

4.2 Commit Process is Not Used

The commit process is optional if no transactions have ever been committed, the Compliance Reporting process will remain unchanged. Only transactions with a company identifier will be included in the Compliance Reporting. For more details on this process see **Section 2.3 Compliance Reports** in the **AFC Comprehensive Guide to Reports and Data Files**.

5. API Samples

The API samples below are the contents within the SOAP body (SOAP headers are excluded).

Note: Please refer to <https://communications.avalara.net/swagger/ui/index.html> for REST version of the API Samples.

5.1 Single Telecom Transaction Example

```
<CalcTaxesWithPCode xmlns="http://tempuri.org/">
  <a:Transaction xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
    xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
    <a:AdjustmentMethod>0</a:AdjustmentMethod>
    <a:BillToPCode>442200</a:BillToPCode>
    <a:BusinessClass>1</a:BusinessClass>
    <a:CategoryExemptions i:nil="true"/>
    <a:Charge>123.45</a:Charge>
    <a:Commit>false</a:Commit>
    <a:CompanyIdentifier>XYZ</a:CompanyIdentifier>
    <a:CountyExempt>false</a:CountyExempt>
    <a:CountyPCode>0</a:CountyPCode>
    <a:CustomerNumber>Test123</a:CustomerNumber>
    <a:CustomerType>1</a:CustomerType>
    <a>Date>2017-04-04T00:00:00-05:00</a>Date>
    <a:Debit>false</a:Debit>
    <a:DiscountType>3</a:DiscountType>
    <a:DocumentCode>086b565c-e12b-4f26-b716-19f734e11302</a:DocumentCode>
    <a:Exclusions i:nil="true"/>
    <a:ExemptionType>3</a:ExemptionType>
    <a:Exemptions i:nil="true"/>
    <a:FacilitiesBased>true</a:FacilitiesBased>
    <a:FederalExempt>false</a:FederalExempt>
    <a:FederalPCode>0</a:FederalPCode>
    <a:Franchise>true</a:Franchise>
    <a:Incorporated>true</a:Incorporated>
    <a:InvoiceNumber>98765</a:InvoiceNumber>
    <a:IsPrivateLine>false</a:IsPrivateLine>
    <a:Lifeline>true</a:Lifeline>
    <a:Lines>5</a:Lines>
    <a:LocalExempt>false</a:LocalExempt>
    <a:LocalPCode>0</a:LocalPCode>
    <a:Locations>3</a:Locations>
    <a:Minutes>115.55</a:Minutes>
    <a:OriginationPCode>443800</a:OriginationPCode>
    <a:PrivateLineSplit>0</a:PrivateLineSplit>
    <a:Regulated>true</a:Regulated>
    <a:SafeHarborOverrides i:nil="true"/>
    <a:Sale>true</a:Sale>
    <a:ServiceClass>1</a:ServiceClass>
    <a:ServiceLevelNumber>3456</a:ServiceLevelNumber>
    <a:ServiceType>6</a:ServiceType>
    <a:StateExempt>false</a:StateExempt>
    <a:StatePCode>0</a:StatePCode>
    <a:TaxInclusive>false</a:TaxInclusive>
    <a:TerminationPCode>1248900</a:TerminationPCode>
    <a:TransactionType>13</a:TransactionType>
  </a:Transaction>
</CalcTaxesWithPCode>
```

```
</aTransaction>
</CalcTaxesWithPCode>
```

5.2 Single Sales and Use Transaction Tax Calculation

```
<SAUCalcTaxesWithPCode xmlns="http://tempuri.org/">
  <aTransaction xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
    xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
    <a:AdjustmentMethod>0</a:AdjustmentMethod>
    <a:Charge>123.45</a:Charge>
    <a:Commit>false</a:Commit>
    <a:CompanyIdentifier>XYZ</a:CompanyIdentifier>
    <a:CountyExempt>false</a:CountyExempt>
    <a:CountyPCode>0</a:CountyPCode>
    <a:CustomerNumber>Test123</a:CustomerNumber>
    <a:CustomerType>1</a:CustomerType>
    <a>Date>2017-04-04T00:00:00-05:00</a>Date>
    <a:DocumentCode>98c45e1b-2e95-42eb-81c0-0bc3ad6bc1dc</a:DocumentCode>
    <a:ExemptionType>0</a:ExemptionType>
    <a:FOB>1</a:FOB>
    <a:FederalExempt>false</a:FederalExempt>
    <a:FederalPCode>0</a:FederalPCode>
    <a:Incorporated>true</a:Incorporated>
    <a:InvoiceNumber>98765</a:InvoiceNumber>
    <a:LocalExempt>false</a:LocalExempt>
    <a:LocalPCode>0</a:LocalPCode>
    <a:Sale>true</a:Sale>
    <a:SaleAttributes i:type="a:DefaultAttributes"/>
    <a:ServiceType>106</a:ServiceType>
    <a:ShipFromPCode>443800</a:ShipFromPCode>
    <a:ShipToPCode>442200</a:ShipToPCode>
    <a:StateExempt>false</a:StateExempt>
    <a:StatePCode>0</a:StatePCode>
    <a:TaxInclusive>false</a:TaxInclusive>
    <a:TransactionType>29</a:TransactionType>
  </aTransaction>
  <aNexusList i:nil="true"
    xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
    xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
  <aExclusionList i:nil="true"
    xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
    xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
</SAUCalcTaxesWithPCode>
```

5.3 Invoice Mode ProcessCustomerBatch API Sample

```
<ProcessCustomerBatch xmlns="http://tempuri.org/">
  <custBatchId>62291</custBatchId>
  <returnDetail>true</returnDetail>
  <nexus i:nil="true" xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
    xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
</ProcessCustomerBatch>
```

```

    <exclusions i:nil="true"
xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
    <documentCode>24c13f4f-4584-4b87-8e97-2ac243a912dc</documentCode>
    <commit>false</commit>
</ProcessCustomerBatch>

```

5.4 Invoice Mode CalcTaxesInCustMode Sample

```

<CalcTaxesInCustMode xmlns="http://tempuri.org/">
  <transactions xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
    <a:Transaction>
      <a:AdjustmentMethod>0</a:AdjustmentMethod>
      <a:BillToPCode>442200</a:BillToPCode>
      <a:BusinessClass>1</a:BusinessClass>
      <a:CategoryExemptions i:nil="true"/>
      <a:Charge>123.45</a:Charge>
      <a:CompanyIdentifier>XYZ</a:CompanyIdentifier>
      <a:CountyExempt>false</a:CountyExempt>
      <a:CountyPCode>0</a:CountyPCode>
      <a:CustomerNumber>Test123</a:CustomerNumber>
      <a:CustomerType>1</a:CustomerType>
      <a>Date>2017-04-04T00:00:00-05:00</a>Date>
      <a:Debit>false</a:Debit>
      <a:DiscountType>3</a:DiscountType>
      <a:Exclusions i:nil="true"/>
      <a:ExemptionType>3</a:ExemptionType>
      <a:Exemptions i:nil="true"/>
      <a:FacilitiesBased>true</a:FacilitiesBased>
      <a:FederalExempt>false</a:FederalExempt>
      <a:FederalPCode>0</a:FederalPCode>
      <a:Franchise>true</a:Franchise>
      <a:Incorporated>true</a:Incorporated>
      <a:InvoiceNumber>98765</a:InvoiceNumber>
      <a:IsPrivateLine>false</a:IsPrivateLine>
      <a:Lifeline>true</a:Lifeline>
      <a:Lines>5</a:Lines>
      <a:LocalExempt>false</a:LocalExempt>
      <a:LocalPCode>0</a:LocalPCode>
      <a:Locations>3</a:Locations>
      <a:Minutes>115.55</a:Minutes>
      <a:OriginationPCode>443800</a:OriginationPCode>
      <a:PrivateLineSplit>0</a:PrivateLineSplit>
      <a:Regulated>true</a:Regulated>
      <a:SafeHarborOverrides i:nil="true"/>
      <a:Sale>true</a:Sale>
      <a:ServiceClass>1</a:ServiceClass>
      <a:ServiceLevelNumber>3456</a:ServiceLevelNumber>
      <a:ServiceType>6</a:ServiceType>
      <a:StateExempt>false</a:StateExempt>
      <a:StatePCode>0</a:StatePCode>
      <a:TaxInclusive>false</a:TaxInclusive>
      <a:TerminationPCode>1248900</a:TerminationPCode>
      <a:TransactionType>13</a:TransactionType>
    </a:Transaction>
  </transactions>
</CalcTaxesInCustMode>

```

```

        </transactions>
        <adjustments i:nil="true"
xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
        <sauTransactions i:nil="true"
xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
        <sauAdjustments i:nil="true"
xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
        <nexus i:nil="true"
xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
        <exclusions i:nil="true"
xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance"/>
        <returnDetail>true</returnDetail>
        <documentCode>3fe09d2d-a226-4fa1-a733-981e691c70fc</documentCode>
        <commit>true</commit>
</CalcTaxesInCustMode>

```

5.5 CommitTransactions API Sample

```

<CommitTransactions xmlns="http://tempuri.org/">
  <commitData xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
    <a:Committed>true</a:Committed>
    <a:DocumentCode>d816c744-e77d-413b-bcf0-71d35fc239d8</a:DocumentCode>
  </commitData>
</CommitTransactions>

```

5.6 CommitTransactions API Sample with Optional Fields

```

<CommitTransactions xmlns="http://tempuri.org/">
  <commitData xmlns:a="http://schemas.datacontract.org/2004/07/EZTaxWebService"
xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
    <a:Committed>true</a:Committed>
    <a:CustomerNumber>Cust12345</a:CustomerNumber>
    <a:DocumentCode>d816c744-e77d-413b-bcf0-71d35fc239d8</a:DocumentCode>
    <a:InvoiceNumber>12345</a:InvoiceNumber>
    <a:Optional>2</a:Optional>
    <a:Optional10>10</a:Optional10>
    <a:Optional4>4</a:Optional4>
    <a:Optional5>5</a:Optional5>
    <a:Optional6>6</a:Optional6>
    <a:Optional7>7</a:Optional7>
    <a:Optional8>8</a:Optional8>
    <a:Optional9>9</a:Optional9>
    <a:OptionalAlpha1>OptAlpha1</a:OptionalAlpha1>
    <a:OptionalFields>
      <a:OptionalField>
        <a:OptionalKeyNo>1</a:OptionalKeyNo>
        <a:OptionalValue>1</a:OptionalValue>
      </a:OptionalField>
    </a:OptionalFields>
  </commitData>
</CommitTransactions>

```

```

</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>2</a:OptionalKeyNo>
  <a:OptionalValue>2</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>3</a:OptionalKeyNo>
  <a:OptionalValue>3</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>4</a:OptionalKeyNo>
  <a:OptionalValue>4</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>5</a:OptionalKeyNo>
  <a:OptionalValue>5</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>6</a:OptionalKeyNo>
  <a:OptionalValue>6</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>7</a:OptionalKeyNo>
  <a:OptionalValue>7</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>8</a:OptionalKeyNo>
  <a:OptionalValue>8</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>9</a:OptionalKeyNo>
  <a:OptionalValue>9</a:OptionalValue>
</a:OptionalField>
<a:OptionalField>
  <a:OptionalKeyNo>10</a:OptionalKeyNo>
  <a:OptionalValue>10</a:OptionalValue>
</a:OptionalField>
</a:OptionalFields>
</commitData>
</CommitTransactions>

```

6. Frequently Asked Questions

1. What happens if I commit an already committed document code?
What happens if I uncommit an already uncommitted document code?

You may send the commit/uncommit request again without any adverse consequences.

If the document code to commit/uncommit is already committed/uncommitted, no action will be taken and no error will occur. Response will have 200 code.

2. What happens if I commit/uncommit using an invalid document code?

If the document code does not exist, the error **No transactions found for document code** will be returned. Response will have 404 code (REST) or 500 (SOAP).

3. What happens if I commit/uncommit a document code that has been locked?

If the document code is locked, the error **Document code has been locked** will be returned. Response will have 404 code (REST) or 500 (SOAP).

4. What happens to uncommitted document codes?
Can I commit a document code from a previous billing period?

The document code and associated tax data is retained for up to 3 months. During this time, you can add new transactions, commit, and uncommit the document code. The handling is no different than the handling for a document code created in the current billing cycle.

5. What determines which billing period the committed transactions will be reported in?

The date the document code is committed determines the billing period the committed transactions will be reported in. The original submission date and invoice date are not used, only when the transactions were committed. This allows a client to determine the billing period based upon business needs after the calculation was made instead of requiring it to be set prior to the tax calculation.

The billing period by default is from the 1st of the month to the end of the month. This date can be configured by account to a different day by sending a request to CommunicationsSupport@avalara.com.

6. I need to add new transactions to a committed document, how do I do this?

Submit the transactions with the same document code and Commit=true.

If you wish to verify the document code or wish to change the state to uncommitted, the preferred approach is to:

- a. Uncommit the document code
 - b. Submit the new transaction(s) with the document code in the transaction data
 - c. Commit the document code (when desired).
7. Do I need to set the Company Identifier to the 3 byte code for the account for transactions I assign a document code to?

Usage of the Company Identifier to establish which records should be included in the compliance reporting and usage of the Commit/Uncommit process are mutually exclusive. If a record has been assigned a document code and is committed, it will be included in the compliance reports regardless of the value in the Company Identifier field.

8. Can I re-use document codes?
Can I change the document code used to group transactions?

The document code must be unique for each grouping of transactions and cannot be changed once used. You cannot re-use document codes. It is up to the client to determine the approach for creating a unique document code that best suits their business needs.

9. Can we switch from using Company Identifier to using Commit in the middle of a billing cycle?

Yes, the two approaches are mutually exclusive but can co-exist.

Clients switching over will need to factor in that committed transactions use only the date the transaction was committed to determine which billing period the transactions will be reported in. The Company Identifier, Invoice Date, Submitted Date and Optional10 field will be not be used for reporting consideration with transactions that use Commit.