Export of outgoing invoice to XML file

In order to export outgoing invoice please select from main menu "System" option "Import / Export". From list of import/Export procedures please select "Export outgoing invoice to XML" and press Next.

In the next window, enter values in proper fields:

- *Invoice* - select the invoice to be exported. If you have already opened an outgoing invoice this invoice will be automatically chosen.
- *XML export file* - please indicate where do you want to save the file on the disk. Last
- *Language* - select the language in which the file will be exported.
- *Send e-mail* – check this option if you want to send exported file immediately by e-mail. If this option is checked then after pressing Finish new e-mail with attached file will be created and displayed.

Note: If you open outgoing invoice before opening "Import/Export " wizard this invoice will be automatically chosen in *Invoice* field.

Import of incoming invoices from XML file (previously exported from EURAD).

In order to import incoming invoice from XML file please select from main menu "System" option "Import / Export". From list of import/Export procedures please select "Import incoming invoice from XML" and click Next.

In the next step you choose XML file containing incoming invoice exported from EURAD system and click Next. In the next window you can see a list of imported invoices. In the Deliverer field you have to choose a deliverer who issued this invoices. Below the Deliverer field EURAD shows a deliverer's name from XML file. In order to save all imported invoices you need to click Finish.

In this moment invoice is imported and you can start with its controlling procedure.