

Augmented Cash API interface guide

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Version: 1.1

Creation Date: 23rd August 2023 - Updated the 14th April 2024

Version Control

Date	Version	Author	Description
23/08/2023	1.0	Product - Elodie Ravachol	Initial Version
14/08/2023	1.1	Product - Elodie Ravachol	'Make REST API Requests / Get
			item details' section added

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Preamble

Welcome to the Sidetrade APIs, your gateway to seamless integration with our cutting-edge Order-to-Cash platform.

Sidetrade empowers client applications to make authenticated requests to our APIs on their own behalf, enabling seamless integration without the need for individual end-user authentication.

Our authorization server adheres to the Client Credentials Grant flow of the OAuth 2.0 specification, ensuring a secure and consistent authentication mechanism.

English serves as the official language for all Sidetrade APIs, including this comprehensive documentation and all object and property descriptions. This ensures clarity and consistency across the entire platform.

Overview

The Sidetrade Augmented Cash API is a set of endpoints that allow you to programmatically update the status of invoices from your own applications. The API is designed to be used by companies that use Sidetrade Augmented Cash to manage their collections.

The API provides four main endpoints:

- **Bulk Update status**: This endpoint allows you to update the status of a list of invoices at the same time. The API will return an ID for the created task, which you can use to track the status of the update.
- **Get task status**: This endpoint allows you to get the status of a task created by the Bulk Update status endpoint. The status can be one of the following:
 - Queued: The task is waiting to be processed.
 - In progress: The task is being processed.
 - Partially successful: The task has been completed, but some rows have been rejected.
 - Failed: The task has failed.
 - Successful: The task has been completed successfully.
- **Get task status with details**: This endpoint allows you to get more detailed information about a task created by the Bulk Update status endpoint. This information includes the status of each invoice in the task, as well as any errors that occurred.
- **Get items details**: This endpoint that can be integrated in your application to pull the information of invoices. It allows users to access the updated information of invoices, including their qualification status and any changes that have been made to their status. This API can be used to keep track of the status of invoices and to ensure that they are being processed correctly.

The Sidetrade Augmented Cash API is a powerful tool that can help you automate your collections process. By using the API, you can save time and improve the accuracy of your collections efforts.

Here are some of the benefits of using the Sidetrade Augmented Cash API:

- **Increased efficiency**: You can automate the process of updating invoice statuses, which can save you time and resources.
- **Improved accuracy**: The API can help you to ensure that invoice statuses are updated correctly, which can help you to avoid errors.
- **Enhanced visibility**: You can track the status of your invoice updates in real time, which can give you greater visibility into your collections process.

If you are a company that uses Sidetrade Augmented Cash to manage your collections, I recommend that you consider using the Sidetrade Augmented Cash API to automate your collections process. The API is a powerful tool that can help you save time, improve accuracy, and enhance visibility.

How it works

Follow the described process to make authenticated API calls.

- Authentication: Get Client ID and Client Secret and use them to generate an Access Token
- Make REST API Requests

Authentication

Step 1: Get Client ID and Client Secret

Each application is assigned a unique Client ID (also known as Consumer key or API key) and Client Secret. Make note of these values as they have to be integrated into the configuration files or the actual code of your application.

Please contact Sidetrade Customer Care to get your Client ID and Client Secret.

A Your *Client Secret* protects your application's security so be sure to keep it secure! Do not share your *Client Secret* value with anyone, including posting it in support forums for help with your application.

Step 2: Generate an Access Token

To generate an access token, issue a HTTP POST against **accessToken** with both your Client ID and Client Secret values.

Resource URL

https://login.sidetrade.net/connect/token

Resource Information

Response formats	JSON
Requires authentication?	No
Rate limited?	No

Parameters

Parameter Name	Description	Required
grant_type	The value of this field should always be client_credentials.	Yes
client_id	The Client ID value generated by the Customer Care.	Yes
client_secret	The Client Secret value generated by the Customer Care.	Yes

Sample Request

```
POST https://login.sidetrade.net/connect/token HTTP/1.1
Host: www.sidetrade.net
Content-Type: application/x-www-form-urlencoded
Cache-Control: no-cache
grant_type=client_credentials&client_id={your_client_id}&clie
nt_secret={your_client_secret}
```

Sample Response

```
{
    "access_token": "eyDjejsgdbGciOiJSUzI1XdXXdXddXXXXfXXdXX",
    "expires_in": 3600,
    "token_type": "Bearer",
    "scope": "ALL"
}
```

expires_in value in seconds

Possible error messages

"error": "invalid_client": Check if your client id and client secret are filled correctly.

This message will also show up when the client_secret contains invalid URL characters such as the + (plus) sign. For example,

"CzbYUTS/AGiysc59cpljoiMTk2RUJf2Ba23+bTv6knV2tgz=" will trigger the error.



"error": "unsupported_grant_type": Check if the grant_type is
client_credentials

Make REST API Requests

Once you've received an access token, you can make API requests by including an Authorization header with your token in the HTTP call to Sidetrade's API.

Augmented cash collection API provide 3 endpoints:

1. Bulk Update status

Qualify a list of invoices and return the ID of the created qualification task.

▲ The functional rules for this update are strictly identical as from Sidetrade Augmented Cash platform. So only items that can be qualified from the platform are eligible to this update. It means they have to respect the below conditions to not be rejected:

- Item is still open (Remainder != 0)
- Item type is Credit Note (AVO) or Invoice (FAC)
- Item is set as "collectable" in the daily import

2. Get task status

Get the invoice qualification task status.

3. Get task status with details

Get the invoice qualification task details.

4. Get item details

1. Bulk Update status

Resource URL

https://api.sidetrade.net/collection

Resource Information

Response formats	JSON
Requires authentication	YES
Rate limited	YES : One call per second

Sample Request

```
POST v1/invoices/status/bulk HTTP/1.1
Host: api.sidetrade.net
Connection: Keep-Alive
Cache-Control: no-cache
Content-Type: application/json
Authorization: Bearer {access token}
Body:
Γ
  {
          "InvoiceNumber": "1822222222",
          "CompanyCode": "123333",
          "Substatus": "DLPP",
          "PaymentDate": "2022-03-15",
          "Comment": "paid on time",
          "ResolverCode": ""
  },
  {
          "InvoiceNumber": "43434343434",
          "CompanyCode": "8787878",
```

```
"Substatus": "DLPP",

"PaymentDate": "2022-03-15",

"Comment": "paid on time",

"ResolverCode": ""

}
```

Sample Response

You can use this value to get the task status or task details in the next GET end points.

653

Having this value returned in the response only means that the task to qualify the invoices has been created. You need to make the get task status or get task details request to confirm whether the qualification is successful or not.

Body Properties

Parameter Name	Description	Туре	Required
invoiceNumber	Functional invoice number of the invoice.	string	YES
substatus	sub status code*	string	YES
comment	Comment about the qualification	string	NO
paymentDate	Promise of Payment Date	string	Yes if the sub status is a type of Promise of payment
		<u>ISO 8601</u>	
companyCode	Functional code of the company	string	YES
resolverCode	Resolver code in the case of the Litigation**	string	YES if the sub status is a type of Litigation

▲ If some items (invoices and/or credit note) are updated with the exact same information : same sub-status code, same comment, same payment date, same company code, same resolver code, they are managed together.

It means that if an automated actions is set to be triggered for this sub-status, only one action will be triggered for the group of items.

If at least one information is different between 2 items, 2 separate actions will be triggered and visible in the collector to-do-list.

Where to find the sub-status and the resolver code?

• Sub-status code

To get the list of sub status code please connect to the platform with an administrator profile and access to the **Settings/Administration/Items: Status** section.

From there you can export the sub-status list and get the mapping between the substatus code and the functional label in any user language:

				ADMIN	ISTRATION			8
Core Set-up 🔹	10		English (UK/	US)	~		🔂 Add a status) 🖨 🗶
General Parameters								
Calendar and Cut-Off	Item	s status						
Reporting DSO		Type of status	Code	Internal label		External label for Digital Letter	STN	Digital
Items: Types of Status						Ŭ		Letter
Items: Status	×	In progress	DL03	_				<u> </u>
Assignment Codes:	×	In progress	ENC01				×	
Labels	×	In progress	ENC02				×	
Assignment Codes: Values	×	In progress	ENC03				×	
Seller's Entity: List	×	In progress	ENC04				× .	
Seller's Entity: Eist	×	In progress	ENC05				× .	
Controls	×	In progress	ENC06				×	
Controis 😵	×	In progress	ENC07				×	
Users ¥	×	In progress	ENC08	_				
SideAlerts ¥	×	In progress	ENC09	-			×	
Other Uses SideGroups	_	In progress	PAID					~
SideReport ¥		In progress	PEC					
Dentities		In progress	RES					
Provision \$	×	Promise of payment	t DL02					×

• Resolver code

The resolver code is usually the employee ID used in your company.

In order to get your Resolver code, please connect to the platform with an administrator profile and access to the **Settings/Users/Users** section.

From there you can export the list of users and get User ID set for each user in the platform:

			ADMINISTRATION		
Core Set-up 🛛 🛛 🖇	Filters				
Controls ¥		Last name:		Login:	
Users 🌣		First Name:		User ID:	
Users		Function:		Role:	STN_Collections
Rules on passwords		Service:		Super User only:	
Super User rights		EMail:		Display deactived users	
Access Scope SideGroups					
Messages for user display					Search 🔾 Reset
To-Do List sharing					🙆 Add a user 🗄 🖨
SideAlerts 🛛 🕹					
Other Uses SideGroups	Users				
Other Uses SideGroups SideReport ×	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport × Provision ×	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport & Provision & SideCollect &	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport \$ Provision \$ SideCollect \$ DigitalCollection \$	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport \$ Provision \$ SideCollect \$ DigitalCollection \$ DigitalCose \$	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport \$ Provision \$ SideCollect \$ DigitalCollection \$ DigitalCollection \$ SideNotes \$	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport \$ Provision \$ SideCollect \$ DigitalCollection \$ DigitalCollection \$ SideNotes \$ SideNotes \$	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Dther Uses SideGroups SideReport Provision SideCollect DigitalCollection DigitalCollection SideNotes SidePaymentPlan SideCash' Interest	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service
Other Uses SideGroups SideReport \$ Provision \$ SideCollect \$ DigitalCollection \$ DigitalCollection \$ SideNotes \$ SidePaymentPlan \$ SideCash' Interest \$ SideCash \$	Users Login	User ID	SU Last Name First Name 🔺	Role Functi	on Service

2. Get task status

Resource URL

https://api.sidetrade.net/collection

Resource Information

Response formats	JSON
Requires authentication?	YES
Rate limited?	YES : One call per second

Parameters

Parameter Name	Description	Required
Task id	The id of the task created by bulk update endpoint	Yes

Sample Request

```
GET v1/invoices/task/{taskid} HTTP/1.1
Host: api.sidetrade.net
Connection: Keep-Alive
Cache-Control: no-cache
Content-Type: application/json
Authorization: Bearer {access_token}
```

Sample Response

Succeeded

Status	Description
Queued	The task is queued, waiting for the previous one to be completed
In progress	The task is still in progress

Partially successful	The task has been completed, but errors have been found and at least one row has been rejected. Note that even if some errors have been found for all the rows, it will be partially successful, once the API was able to read the data that were sent and analyze what the issue is for each of them.
	The reason of the error can be obtain through the get task status with details end point
	For a quick correction, it is also possible to access to the platform, to the Status import section, download the csv file that contains the row in errors and the error description. It is then possible to correct it and manually re-import the file.
Failed	The update is totally failed due to a technical error, the API was not able to read the data.
	The reason of the error can be obtain through the get task status with details end point
Successful	The update is totally successful. All items have been updated as expected

3. Get task status with details

Resource URL

https://api.sidetrade.net/collection

Resource Information

Response formats	JSON			
Requires authentication?	YES			
Rate limited	YES : One call per second			

Parameters

Parameter Name	Description	Required
Task id	The id of the task created by bulk update endpoint	Yes

Sample Request

GET v1/invoices/task/{taskid}/details HTTP/1.1
Host: api.sidetrade.net
Connection: Keep-Alive
Cache-Control: no-cache
Content-Type: application/json
Authorization: Bearer {access_token}

Sample Response

```
{
    "taskId": 653,
    "status": "Succeeded",
    "startDate": "2021-02-11T10:37:48.2685050",
    "endDate": "2021-02-11T10:44:53.1633030",
    "message": "",
    "totalInvoices": 2,
    "processedInvoices": 2,
    "invoices": [
        {
            "taskId": 613,
            "invoiceNumber": "R82CCC85XXX",
            "substatus": "DLPP",
            "comment": "paid on time",
            "paymentDate": "2022-03-15",
            "companyCode": "1232567",
            "companyName": "MyComapny",
            "status": "Succeeded",
            "errors": []
        },
        {
            "taskId": 653,
            "invoiceNumber": "H82BBB224YYY",
            "substatus": "DLPP",
            "comment": "promised to pay",
            "paymentDate": "2022-03-15",
            "companyCode": "1232567",
            "companyName": "MyCompany",
            "status": "Succeeded",
            "errors": []
        }
    ]
}
```

Response Properties

Task

Task is an element created when you call the Bulk update end point.

Parameter Name	Description
taskld	ld of the task
status	Partially successful
	Queued
	Failed
	Successful
startDate	Start date and time of the task <u>ISO 8601</u>
endDate	End date and time of the task <u>ISO 8601</u>
message*(listed below)	Filled if the status is Failedor PartiallySucceeded
totalInvoices	Total number of invoices in the task
processedInvoices	Number of successfully updated invoices
invoices	List of invoices in the task (Detailed below)

Invoice

Parameter Name	Description
taskld	Task ld
invoiceNumber	Functional item number
substatus	sub status code
comment	Comment about the qualification
paymentDate	Promise of Payment Date <u>ISO 8601</u>
companyCode	Functional code of the company
companyName	Company Name

status	Update result status of the invoice : Failed or Succeeded
errors*(listed below)	List of error messages

*Possible Functional Errors or messages :

The item has not been found on this company or its update is not allowed. The stat us can only be updated for open invoices and credit notes that have been set as coll ectable on the daily import.

Company code, invoice number and Sub status are mandatory fields

The sub status code does not exist.

The payment date is mandatory for a promise of payment qualification.

The payment date format is incorrect. Be sure to choose a format that matches your file format when importing the data.

The payment date can not be in the past.

The dispute resolver internal code does not exist.

Several open items with the same number have been found on the company. Only manual qualification is allowed in this situation.

The invoice status has not been updated due to a technical error. Please update the item manually and contact the Sidetrade Support Team.

4. Get item details

Resource URL

https://api.sidetrade.net/items

Resource Information

Response formats	JSON			
Requires authentication?	YES			
Rate limited	YES : 100 calls per second			

Request Body Properties

Parameter Name	Description	Туре	Required
ItemNumbers	List of Functional item numbers	list (limited to 1000)	YES
AccountNumber	Functional code of the account (buyer)	string	No

Sample Request

```
POST v1/Item/list HTTP/1.1
Host: api.sidetrade.net
Connection: Keep-Alive
Cache-Control: no-cache
Content-Type: application/json
Authorization: Bearer {access_token}
X-CULTURE : {culture code}*
Body :
{
    "ItemRequest": {
        "AccountNumber": "string",
```

```
"ItemNumbers": [
"string"
]
}
}
```

Ex:

```
curl --location 'https://cloud-ptf4-
api.sidetrade.com/gateway_api/items/v1/list' \
--header 'Content-Type: application/json' \
--header 'X-CULTURE: fr-FR' \
--header 'Authorization: Bearer
Ha65VET5YoQzfpeRSi3ZlXQDL8agZsrmo912R805A' \
--data '[
"9826276"
]'
```

Culture code is optional, if empty, by default the en-GB will be used.

Response Properties

Parameter Name	Description	Туре
itemNumber	Functional invoice number of the invoice.	string
accountNumber	Functional code of the company	string
accountName	Company Name	string
itemTypeDescription (displayed in UK English if no X-Culture provided)	Credit Note (AVO) Installment (ECH) Invoice (FAC) Miscellaneous operation (OD) Payment (RGL) Draft (TRT)	string

itemSubTypeDescription (displayed in UK English if no X-Culture provided)	Ordinary invoices (ORD) Deposits (ACO) Bad debt invoices (DTX) Unpaid invoices (IMP)	string
	Late Payment Interests (INR)	
	Status of the item	
itemStatusDescription*	Ex:	
(displayed in UK English if noX-Culture provided)	Account Update Below Threshold Broken Promise to Pay Call Back	string
itemStatusTypeDescription**	Category/type of item status In progress (EC)	
(displayed in UK English if no X-Culture provided)	Dispute (LI) Promise of Payment (PV) Litigation (CO)	string
		string
promiseOfPaymentDate	Promise of payment Date	<u>ISO 8601</u>
resolver***	Resolver user ID for Dispute and Litigation	string
		string
statusUpdatedDateTime	Status Modification Date	<u>ISO 8601</u>
statusUpdatedComment	Comment about the qualification	string

Sample Response

```
[
{
    "itemNumber": "9826276",
    "accountNumber": "968178",
    "accountName": "Marechal Bourgeois S.A.S.",
    "itemTypeDescription": "Facture (FAC)",
    "itemSubTypeDescription": "Ordinaires",
    "itemStatusDescription": "promesse de règlement",
    "itemStatusTypeDescription": "Promesse de règlement",
```

```
"promiseOfPaymentDate": "2007-03-03",
    "resolver": " Gregoire",
    "statusUpdatedDateTime": "2007-02-13"
}
```

Where to find the code correspondance?

• itemStatusDescription : Sub-status code

To get the list of sub status code please connect to the platform with an administrator profile and access to the **Settings/Administration/Items: Status** section.

From there you can export the sub-status list and get the mapping between the substatus code and the functional label in any user language:

			ADMIN	ISTRATION					
Core Set-up 🔹) 🗅 🗅 🗅	English (UK/	JS)	~			🔂 Add a stat	us	
General Parameters									
Calendar and Cut-Off	Items status								
Reporting DSO	Type of status	Code	Internal label		External label for	Digital Letter	s	TN	Digital
Items: Types of Status		51.00							Letter
Items: Status	X In progress	DL03	_				_		<u> </u>
Assignment Codes:	× In progress	ENC01						×	
Labels	× In progress	ENC02						~	
Assignment Codes:	🗙 In progress	ENC03						×	
Sallar's Entity: List	× In progress	ENC04						×	
Seller's Entity: East	🗙 In progress	ENC05						×	
Ocentrals	× In progress	ENC08						~	
Controis \$	× In progress	ENC07						×	
Users ¥	× In progress	ENC08	-						
SideAlerts ¥	× In progress	ENC09						~	
Other Uses SideGroups	In progress	PAID					_		×
SideReport ¥	In progress	PEC							
	In progress	RES							
Provision ¥	× Promise of payr	nent DL02	-						

• Item type

To get the information about available types, please connect to the platform with an administrator profile and access to the **Settings/Administration/Items: Type of Status** section.

SIDE 🕄	ETRADE					Search a company, ite	m, contact, or SideNo	te	<u>(a)</u>		8	⊻ ?	E
Collection	Disputes	Risk	Cash	Reporting	SPi Solutions	Predictive Cash				Q Payments	Q Companies	C Items	0
Administration / Core Set-up Items: Types of Status English (UKUS) Types of Nems status Code Type of Network Enternal label for Digital Letter Code Types of Nems status Code Types Status Code						8							
		Eng	ish (UK/U	I\$)	v								
		Тур	es of ite	ms status									
		Code		Type of state	15		Externa	I label for Digital Letter					
		EC		In progress									
		PV		Promise of p	ayment		Comm	t to pay					
		U		Dispute									
		00		Litigation									
								A label is gr	ayed when it is not defined.	The default is thus used in	the display.		

• Resolver : User ID

The resolver code is usually the employee ID used in your company.

In order to get your Resolver code, please connect to the platform with an administrator profile and access to the **Settings/Users/Users** section.

From there you can export the list of users and get User ID set for each user in the platform:

				ADMINISTR/	ATION				
Core Set-up ¥	Filters								
Controls ¥		Last n	ame:				Login:		
Users 🖈		First N	ame:				User ID:		
Users		Fun	ction:				Role: ST	N_Collections	~
Rules on passwords		Se	rvice:			Su	iper User only: 🗌		
Super User rights		E	Mail:			Display d	eactived users 🗸		
Access Scope SideGroups								0.0	0.0
Messages for user display								Search	V Reset
To-Do List sharing								Add au	····
SideAlerts ¥								U Add a d	
Other Uses SideGroups	Users			4					
SideReport ×		Login User ID		SU Last Name First	Name 🔺	Role	Function	S	ervice
Provision ¥				,					
SideCollect ¥									
DigitalCollection ¥									
DigitalCase ¥									
SideNotes ¥									
SidePaymentPlan ×									
SideCash' Interest 🛛 🗧									
SideCash ¥									
SideRisk ¥									

Responses Codes

Sidetrade API uses standard HTTP response codes.

Successful execution

200 : Successful request and response.

Error Handling

There are two status code ranges you can expect:

- 4xx error status codes indicate an error due to a problem on the client's part because of the information provided (e.g., invalid input)
- 5xx error status codes indicate an error due to a problem in the server side.

Ex: 404 Not Found for the end point /collection/v1/invoices/task/{taskID}/details if the data are not found for the given task ID

Invalid Tokens

If you make an API call using an invalid token, you'll receive a 401 Unauthorized response from the server. In this case, the token may need to be regenerated because it expired or was revoked.

These are not the only reasons for an invalid token. Make sure your applications are coded to properly handle a 401 Unauthorized error.

Integration into Sidetrade

This section only applies to 'Bulk update Status', 'Get task Status', and 'Get task status with details'

All updates done via the API are visible in the Status Import screen with their current status. If your data is partially successful a csv file that contains the items that have been rejected can be downloaded in order to be manually corrected, then re-imported.

It is possible from the platform to set a notification email address in order to receive a confirmation email each time an update via the API is done, with the corresponding status (Successful, Partially Successful or Failed)

An important point in terms of integration is to make sure these updates via API fit with your business process. So we recommend to verify with the platform administrator that all automated actions are well set as expected.

Status Import screen

By default, this feature can be access only by administrator and Credit Manager. It allow you to test it and decide how you want to organize the deployment with your teams.

It is then possible to request its deactivation for a role, or its activation for collectors and/or sales managers profiles, by contacting your Sidetrade main contact.

From that screen that you can access via the **Collections/Actions/Status import** menu, you will find, in addition of the import manually handled by users, the updates done via API.

Each line contains :

- The import date
- The source (it can be an external source using the API or a csv file for manual import)
- The Author (Sidetrade Engine for import done using the API)
- The number of rows imported on the total number of rows that were expected to be imported. This information is only displayed for **successful** or **partially successful** imports
- The status (queued, in progress, successful, partially successful or failed)
- The link to the csv that contains the rows in errors and the reason of the error. This file is available only when the import is **partially successful**

How to correct a file in a partially successful status from the status import screen?

In case you have at least one row in error, it is possible to manually handle it from this page. You will find a link to download a csv when you import has been partially successful.

This csv contains only the rows that have been rejected with the reason of the error. From this file you can:

- 1. Correct the errors
- 2. Delete the "reason of the error" column
- 3. Manually import the file from the import wizard

Administrator - How to prepare the activation of the feature

This section only applies to 'Bulk update Status', 'Get task Status', and 'Get task status with details'

Step 1 - Define the list of sub-status to be used

The administrator can define the list of sub-status he wants to use for the import from the **Settings/Core set-up/Items: Status** section.

From this section, the administrator has two options :

- 1. Identify the list of sub-status code he wants to use and make sure they are the ones that will be sent to the API
- 2. Create new sub-status specific to the import via API, with a code that matches the one sent to the API and a label explicit for the end-user.

			ADMIN	ISTRATION			•
Core Set-up *	0 🗅 🗅 🗅	English (UK/US	5)	~		Add a status) 🌐 🗶
General Parameters							
Calendar and Cut-Off	Items status						
Reporting DSO	Type of status	Code Ir	nternal label		External label for Digital Letter	STN	Digital
Items: Types of Status		DL 02					Letter
Items: Status	in progress	DLUS					*
Assignment Codes:	X In progress	ENC01				×	
Labels	X In progress	ENC02				~	
Assignment Codes: Values	X In progress	ENC03				×	
Seller's Entity: List	× In progress	ENC04				×	
Seller's Entity: Setting	× In progress	ENC05				×	
Controls v	× In progress	ENC06				×	
Controis \$	× In progress	ENC07				×	
Users ¥	× In progress	ENC08					
SideAlerts ¥	🗙 In progress	ENC09				×	
Other Uses SideGroups	In progress	PAID					×
SideReport ¥	In progress	PEC					
	In progress	RES					
Provision \$	× Promise of paym	ent DL02					× .

A When creating the sub-status, you have to indicate if it can be used to qualify items from the platform and/or from a Digital letter. If none of these 2 options are selected, the sub-status will only be available for the items status import.

Step 2 - Set the automated actions

To fit with your business processes, you will probably have to set some specific actions to be triggered on the collector or on the dispute resolver to-do-list depending on the imported sub-status.

You have the option to set :

- Automated specific Actions that will exclude the invoice(s) from the workflow. It means the invoice(s) can't be the leading invoice anymore and won't trigger any workflow or Aimie actions as the action is not completed or cancelled. They are set from the Settings/Sidecollect/ Automated Specific Actions section.
- Automated independent actions that will not exclude the invoice(s) from the workflow. It means the invoice(s) can still be the leading invoice and trigger some workflow or Aimie actions even if the action is not completed or cancelled. They are set from the Settings/Sidecollect/ Automated Independent Actions section.

				ADMINISTRA	ATION					
Core Set-up	*	Identification								
Controls Users	*	Description: Promise of payment follow-up +3				Created by:LABRANA Danny				
SideAlerts	*	Status:	Active	•		On:	19/01/2021			
Other Uses Side	Groups	Start:	Collection/Disp	utes (an ASA created by the u	pdate of the invoices status)					
SideReport	*									
Provision	*									
SideCollect	*	0.1								
General Paramet	ters	Select	Aimie							
Collection SideG	roups									
Collection Portfol SideGroups	lio		All workflows	O Sublist						
Documents										
Templates		Select:								
Actions			-							
AugmentedColle	ction	Display: UAll invoice status 🖲 Sublist								
WorkFlows										
SideGroups - Wo	orkflows	- Cheque - Bank Transfer								
SideGroups - Col	llectors			- DL - promise of paymen	Select					
Automated spec actions	cific									
Automated indep actions	endent	Automatic specific a	ction to launch							
Bulk Collection A	ctions			Automatic specific action	1: PP_FU					
Inbound communications		Code	Actio	n name	Action type	Sup	oport #Day	/s		
DigitalCollection	*	PP_FU	Promise of pa	yment follow-up	Suivi de promesse de règlement	Teler	ohone 3	٦		
DigitalCase	*									
SideDisputes	×	Assign the actio	n to the dispute res	olver if it has a Collection To-D	o List					
SideNotes	*									
SidePaymentPlan	ı ×	Please Detail	:							
SideCash' Interes	st ≽									
SideCash	*									

From these 2 sections, it's possible to:

- Use an already existing automated action set for update via the company page or via the Digital Letter, to follow the same process if the status is updated via import
- Create a new automated action, specific to import, that will start only if the qualification is done via the import

Actions will be triggered by default in the company's collector to-do-list, except if you indicate for and automated specific actions, that it has to be assigned to the dispute resolver, if a dispute resolver has been defined in the import and he has a collection to-do-list.

Step 3 - Set the notification emails

From this section, you can define who should receive a notification email for a status update via API, and for which status you want to receive this notification (Success, Failed and/or Partially success)

This can be modified at any time.

To do this setting, please connect to the platform with an administrator profile and access to the **Settings/Core set-up/General Parameters** section.

Collection Disputes Risk Cash Reporting SPi Solutions Predictive Cash	O Payment
Administration / Core Set-up / General Parameters V	- i ujincina
, annual atom, our our off official a during the second se	
Information	
Name of the company: SUPERHEROES INC UK Address: 92, Moon Base Rd Additional address line: supportheroes Zip Code: 99999 City; Universe Country: UNITED KINGDOM (GB) ✓	
Technical parameters Administrator's email: heroes@sidetrade.com	
Status import API Email addresses used for the notifications (separated under the notifications)	-

Only one email address can be used for the notification, so if several persons need to be notified, we invite you to use a group email address.