How to manage Invoices

by OSOE Project.

Now that we have learned how to how to generate invoices from Sales Packing Lists in the previous tutorial "How to Manage Packing Lists", we are going to explain now **how to manage and how to print the invoices.**

init

openAndWait ${base_url}/Zuite_createFunctionalTestUser

verifyTextPresent Done.

 Wait for activiti

openAndWait ${base_url}/Zuite_setUpSaleOrderTest

verifyTextPresent Init Ok

 Wait for activiti

openAndWait ${base_url}/Zuite_setUpSalePackingListTest

verifyTextPresent Init Ok

 Invoke simulation alarms

openAndWait ${base_url}/Zuite_setUpSaleInvoiceTest

verifyTextPresent Init Ok

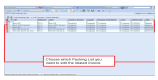
 Wait for activiti

Login Functional Test User

Agenda

- How to reach an invoice
- How to start, validate and close transaction
- How to print an invoice

Reach the Invoice: reach the Packing List



If you want to edit the sale invoice, you will have to **locate it first** . This is a two step procedure :

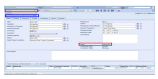
First, browse the existing Sale Packing Lists from the home menu or the Modules menu, the same you would have done for persons or organisations. Please refer to the "How to create Persons" or "How to create Organisations" tutorials for more information.

openAndWait	${base_url}	
selectAndWait	//select[@name="select_module"]	Sale Packing Lists

<tal:block tal:content="structure python: here.Zuite_generateListboxBrowsing(listbox_selection=(['title', 'ZUITE-TEST-SALEORDER-PRODUCT-001'],), enter_object=True)"/>

verifyText	//div[@id="breadcrumb"]/a[2]	Sale Packing Lists
verifyText	//div[@id="breadcrumb"]/a[3]	ZUITE-TEST-SALEORDER-PRODUCT-001

Reach the Invoice: jump to "Related Sale Invoice Transaction"



Now you can **reach** the sale invoice directly from the related Sale Packing List.

First, **make sure that the Packing List has been shipped or delivered** . You can find that information on the View tab of the Sales Packing List “State”.

Now that you have checked the status, please browse the “Jump to “ menu, and click on the line **"Related Sale Invoice Transaction"** . Then you will be directed to the related sales invoice.

Note that an error may return: **"No Related Sale Invoice Transaction"** . This means that either the Sale Packing List status is not appropriate, or you just changed the status, and you have to wait at least 30 seconds for the system to take the changes into account.

selectAndWait	//select[@name="select_jump"]	Related Sale Invoice Transaction
verifyText	//div[@id="breadcrumb"]/a[1]	ERP5
verifyText	//div[@id="breadcrumb"]/a[2]	Accounting
storeAttribute	//div[@id="breadcrumb"]/a[3]@href	invoice

 Wait for activiti

open	${invoice}

Check Sale Invoice Tabs

Read the message that appears in red on top of the invoice document, you are now landed on the related sale invoice.The tabs of this invoice document incorporates lots of information, which comes directly from the initial Sale Order as well as from the Sale Packing List.

In theory, there should not be anything here to fill out. The first step before trying to start the accounting transaction, is to **check that the information provided by the sale invoice is correct** . As most fields have been updated from your information, there shouldn't be any changes to implement, but one can never know, so we recommend you to check the information in every tab in your invoice document.

When complete, **click on the "Accounting View" tab** , and jump to the next page to **start the accounting transaction of the order** .

Journalise Transaction

In order to do an accounting transaction you have to **initiate it** .

An accounting transaction is a three step procedure :
First, you need to start the transaction, which means that the accounting lines will be created. In accounting terms, this is called **Journalise Transaction** . The second step is to validate the transaction, once you have checked the different accounting lines that have been generated automatically by ERP5. In accounting terms, this is called **Post Transaction To General Ledger** . Once those two steps are over, you can **Definitively Close Accounting Transaction** .

Be careful: once the transaction is closed, you will not be able to modify it. This is why some companies do not close their transactions until the end of their accounting period.

As you can see in the screenshot of the "Accounting View" tab of the invoice, the state is "Confirmed", and there is not any "Accounting Transaction Lines" yet. To start the transaction, browse the “Action” menu on top of the page and click on the line **"Journalise Transaction"** , then you will see on the next page, this will **create the first accounting lines** .

selectAndWait	//select[@name="select_action"]	Journalise Transaction
clickAndWait	//button[@id="dialog_submit_button"]	
verifyText	//label[normalize-space(text())='State']/../div	Journalised

 Wait for activiti

open	${invoice}

Check the Accounting Transaction Lines

Before trying to go further in the accounting process, we will analyse what changes occurred on the invoice document after we journalised transaction.

First, as you can see in red on the screenshot, the state has changed from "Confirmed" to "Journalised". This means that ERP5 has created some accounting lines for your transaction.

Note: It can take up to 5 minutes until the accounting lines have been created. You might have to refresh the page, if you don't see the accounting lines.

This is the second part of the analysis: as you can see in blue, the first accounting transaction lines have been created. They are automatically created by ERP5, and, if you can read the accounting lines, they represent your transaction. In our example, the sell account should be credited with 100000€. If you did not yet subscribe to ERP5, you may not know that more than one accounting plan is available. On this screenshot, the French accounting plan is used, but many others are available. We already have accounting plans catered especially for Africa and Japan, and we are constantly working on developing more plans that will be available soon.

Note that a transaction can be modified as long as it is at "Journalised" state.

However, even though the accounting transaction lines have been created, but they have not been validated yet, in accounting terms, the transaction has not yet been journalised. To validate the transaction, you have to acting "Post to General Ledger". Please see next page.

Post Transaction

Once you have checked all the accounting transaction lines, you can validate them.

To do so, please browse the “Action” menu and choose **"Post Transaction to General Ledger"** and jump to next page.

selectAndWait	//select[@name="select_action"]	Post Transaction to General Ledger
clickAndWait	//button[@id="dialog_submit_button"]	
verifyText	//label[normalize-space(text())='State']/../div	Posted to General Ledger

Validated transaction

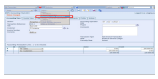
After "Post to General Ledger", as shown in the screenshot, the invoice state changed from "Journalised" to **"Posted to General Ledger"** . In fact, this state is similar to "Journalised", unless it has to be seen as a transition state between “Journalise” and “ Definitely Closed” state to indicate that the transaction has been validated.

When validated by acting "Post Transaction to General Ledger", a transaction can still be modified. If you browse the action menu, you will find a line that is called **"Restart Transaction (journalise)"** , which helps you invalidate the transaction and go back to the “Journalised” state.

Now the **“Post Transaction to General Ledger” action insures that the transaction has been accepted, and the management has been transferred from sales department to accounting department** .

Once this is done, the next step will be to close the transaction, as shown on the next page.

Definitively Close Transaction



The very last step of managing an invoice is to “**Definitively Close** ” the accounting transaction.

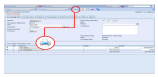
Once this is done, **you will not be able to go back to another state** , which means that you will not have the possibility to modify the transaction.

Close the transaction only when you are absolutely sure that the details, figures, etc. are correct . Some companies for instance, are accustomed to closing all the transactions at the end of the year.

To **close a transaction** , browse the “Action” menu and choose “ **Definitively Close Transaction** ”. Once this is done, the state of the transaction will be changed from "Posted to General Ledger" to **Closed** , and you will be able to **create a payment** for it, as we will see on the next tutorial “How to create a Payment”.

selectAndWait	//select[@name="select_action"]	Definitively Close Transaction
clickAndWait	//button[@id="dialog_submit_button"]	
verifyText	//label[normalize-space(text())='State']/../div	Closed

Printing the invoice (1)



ERP5 allows you to **print** the invoices you have created.

We will now explain how you can easily **print** an invoice you just created. You can print an invoice at any state, even if the transaction is not closed yet.

The first step to print an invoice, is to click on the **Printer** button on top of the invoice sheet, as you can see on the screenshot.

Clicking this icon will open a new window in which you will be able to change the settings of the **Print** .

Printing the invoice (2)

The **print setting page** is now open, so you can browse the different menus to choose which kind of print you need.

Firstly, **choose the language** of your print, in our example, the language can be either set to French or English. Secondly, **choose the format** of your print.

When you are done, **click the option "Print Invoice"** to create a physical copy of the document. You can either **print directly with your printer** , or **save a copy of the invoice into PDF or other formats** to keep it on your computer, so you can print it or send it by email later.

<span metal:use-macro="container/Zuite_viewTestMacroLibrary/macros/wait_for_activiti

Login As Manager

open	${base_url}/Zuite_tearDownSaleOrderTest
verifyTextPresent	Clean Ok

<span metal:use-macro="container/Zuite_viewTestMacroLibrary/macros/wait_for_activiti