

eAccounting UI Basics

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THIS DOCUMENT WILL FOCUS ON THE UI FUNCTIONS WE HAVE SEEN MOST API DEVELOPERS ARE USING, AND NOT THE WHOLE ERP SYSTEM.

FOR FURTHER INFORMATION SEE THE MAIN DOCUMENTATION!

MAIN DOCUMENTATION:

<https://knowledge-and-support-center.vismaonline.com/WebClient/?integrationId=c4c7deba-bcc7-411e-b8dc-e0f7cf18cf78&pageroute=/home>

***NOTE!** That there could exist differences due to the country version of eAccounting you are using, we therefore recommend you to test your integration thoroughly.

The main modules in eAccounting are:

- Sales
- Purchasing
- (Stock and articles) - **Is not discussed in this document**
- (Payroll) - **Is not discussed in this document**
- (Cash and Bank) - **Is not discussed in this document**
- Accounting
- Settings

In the “**Sales**” module, you can create sales invoices and articles.

Additionally, if you bought the “Orders” module it will show underneath “Sales”. The “Orders” module allows you to create quotes and orders.

Another functionality in the “Sales” module is the “Webshop orders”. If you have a Visma webshop solution, then, you will receive the webshop orders from that solution into your eAccounting.

The “**Purchasing**” module allows you to create suppliers and purchase invoices, you are also able to upload attachments in this module using the “Source document images” function.

The “**Stock and articles**” module allows you to keep track of your stock of inventory, warehouse.

This is not one of the main functions in eAccounting and will therefore not be discussed in this document.

The “**Payroll**” module is not accessible through the API and will therefore not be part of this document.

The “**Cash and Bank**” module has little functionality through the API and will also not be discussed in this document.

“**Accounting**” is one of the most essential reasons why our customers use eAccounting. This module allows you to create Journal entries (also known as Vouchers). It is also possible to create a customer ledger item, we will discuss this later in this document. This module has other functions as well but are not as relevant for the API.

In the “**Settings**” module, you can edit your company, invoice and VAT information. You can also configure your bank accounts and the chart of accounts (these are related to the general ledger).

*This document intends to give an overview of the necessary functionality in eAccounting, it is advisable to read it and test it in your own account while reading this.

For more information on the functions inside eAccounting check the Support Panel documentation, [HERE](#).

Before starting...

To log into eAccounting, go to: www.vismaonline.com

Here you will have your services, press the eAccounting service to get started.

First time you log in, you will be prompted by the startup guide...

Customize your invoices for your company

A number series can be changed up until you send the first sales document.

Previous Next

[Cancel](#)



Settings for your accounting

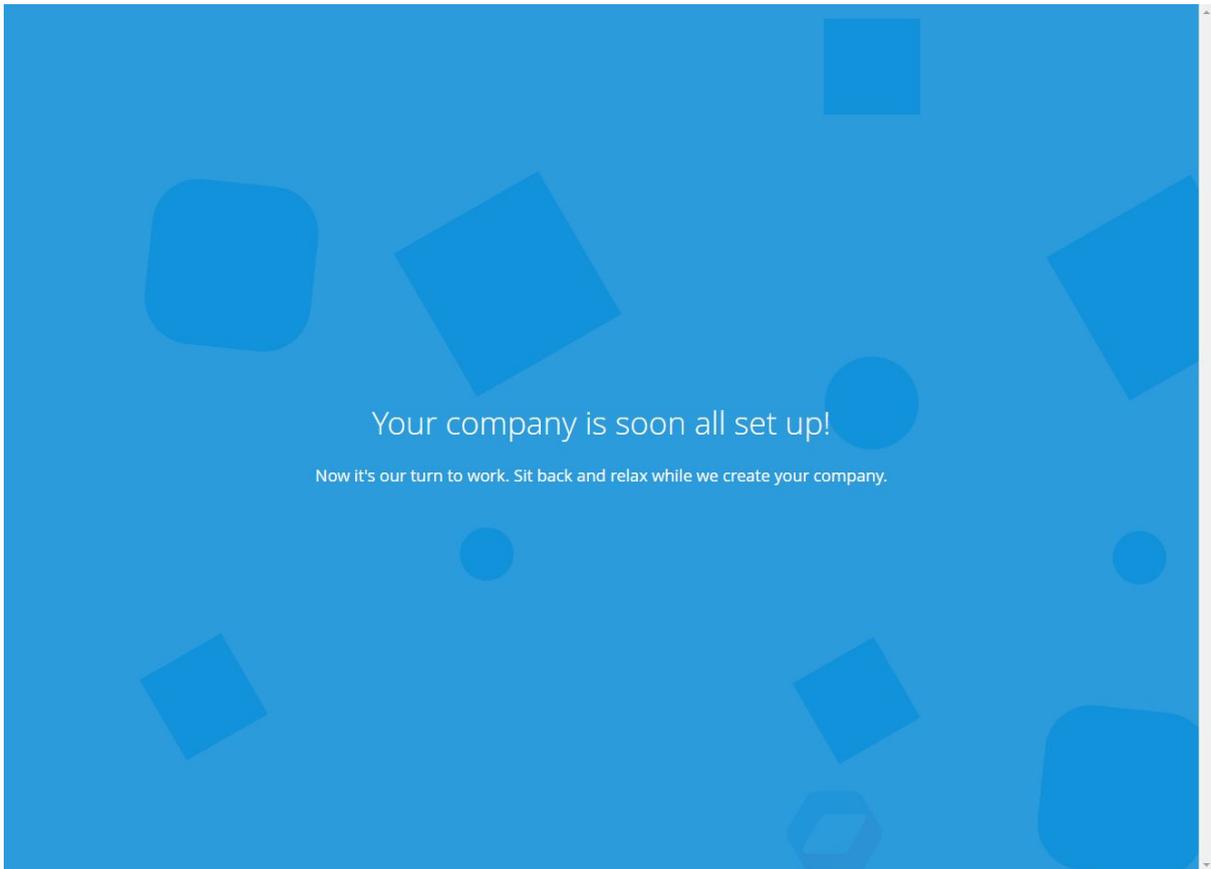
Customize the accounting for your company. We'll adapt the program according to your conditions.

Financial year

VAT period

Previous Finish

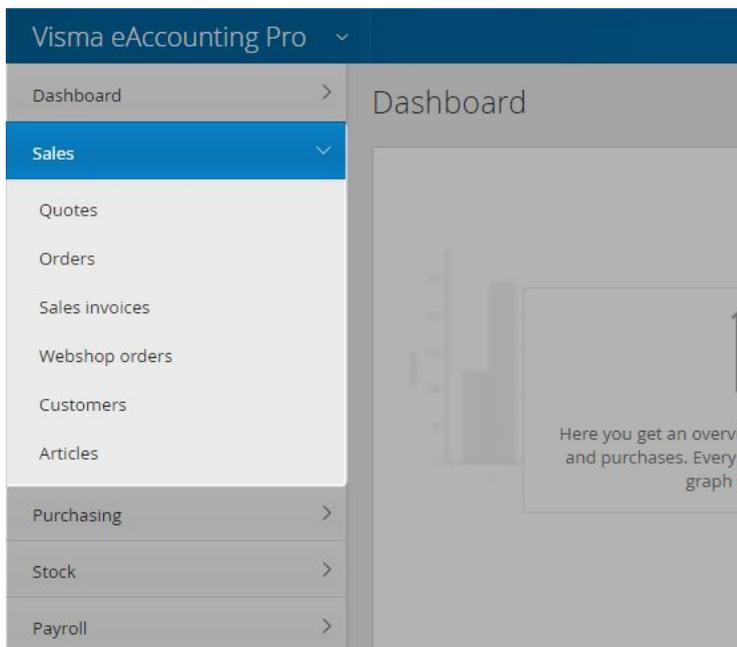
[Cancel](#)



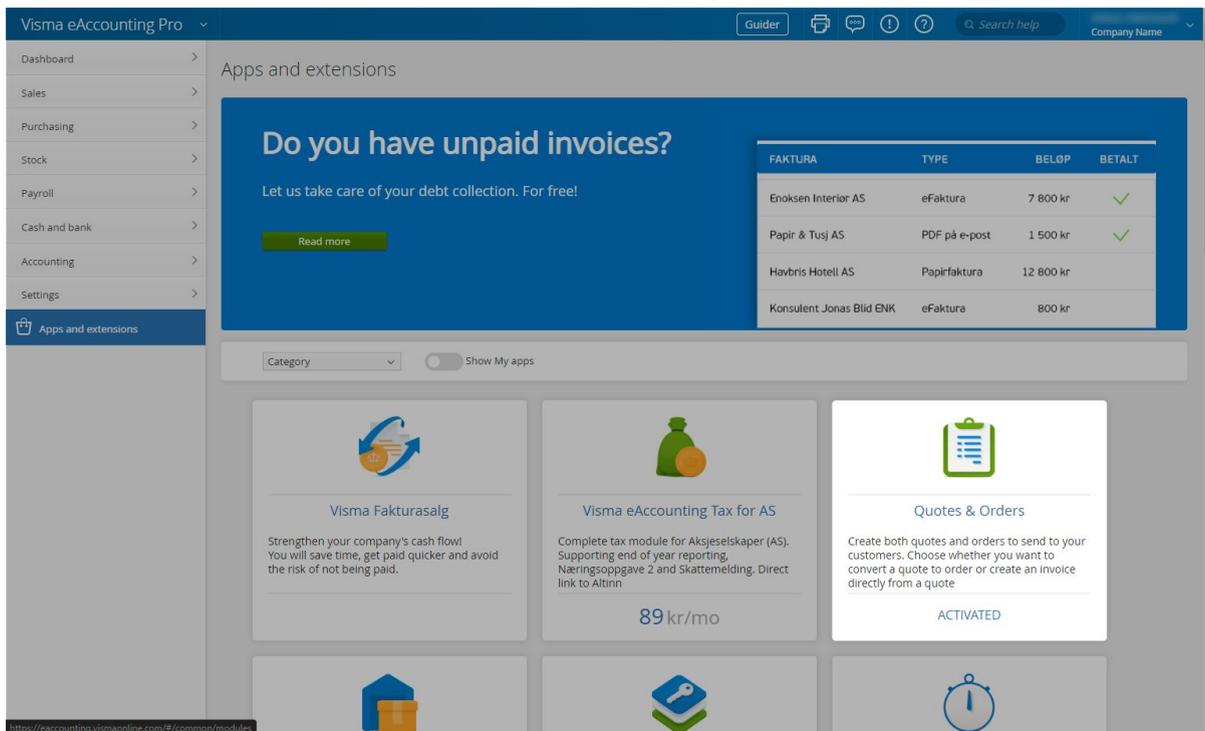
Sales

The sales module allows you to create: Quotes, Orders, Sales invoices, Customers and Articles.

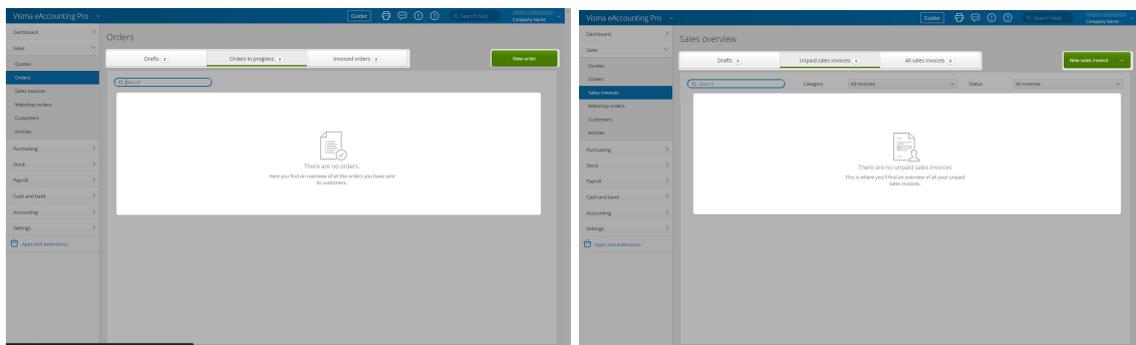
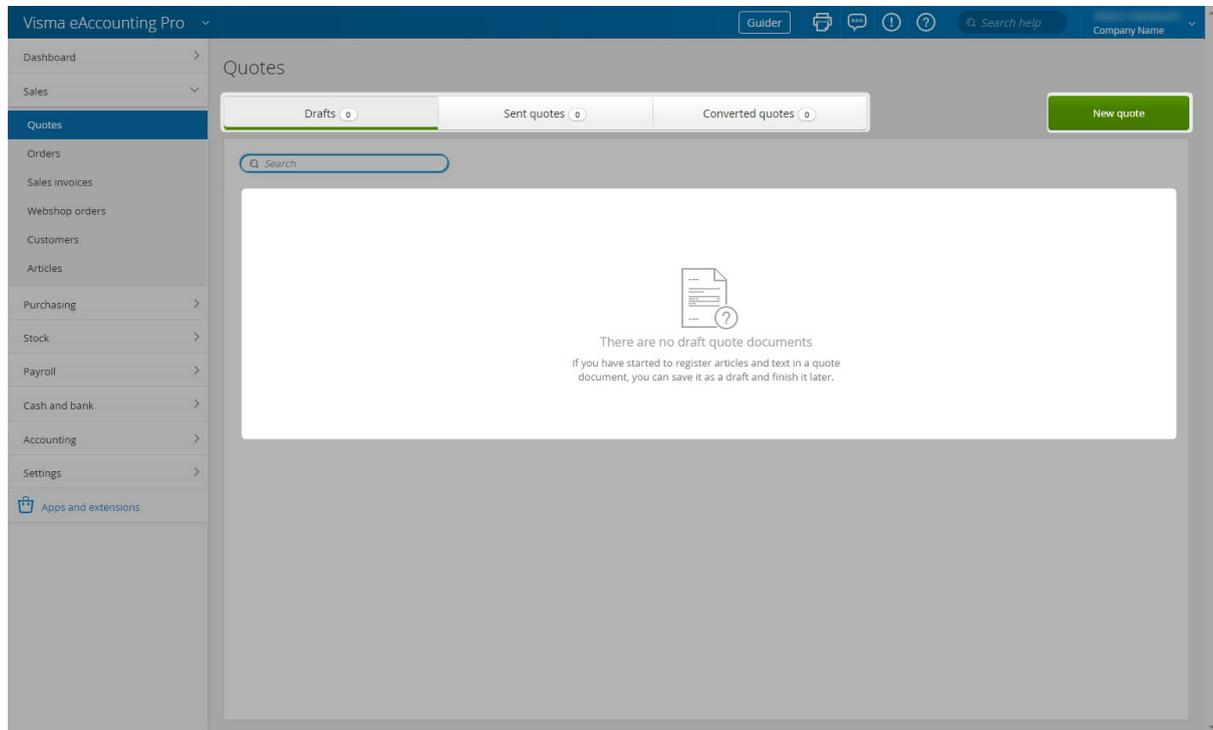
It also allows you to see the webshop orders.



The quotes and orders are only available if you bought the "Quotes & Orders" module.



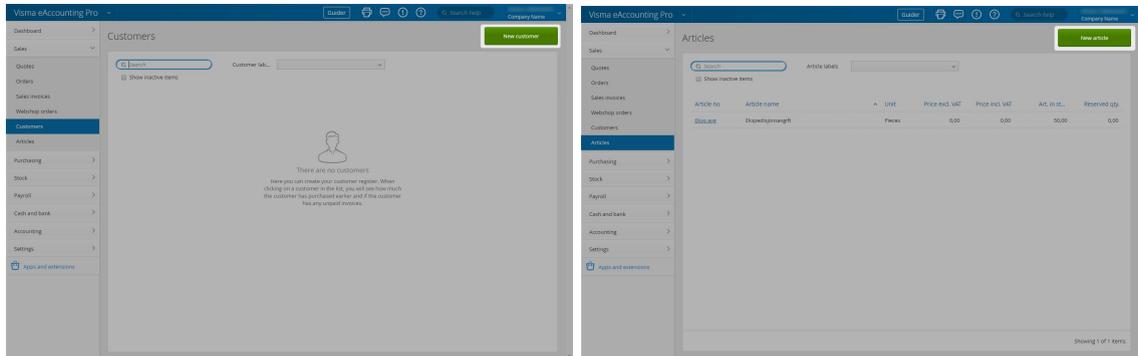
The quotes, orders and sales invoice all work the same, when you open the function page in eAccounting you will have three tabs, under each tab the relevant items, and a green button to create a new item, in the top right corner.



Next, you will find the "Webshop Orders", when synchronizing your Visma Webshop solution with eAccounting you will have the possibility to see the orders created in the webshop here underneath this function page.

**We will not go into further details about this function in this document.*

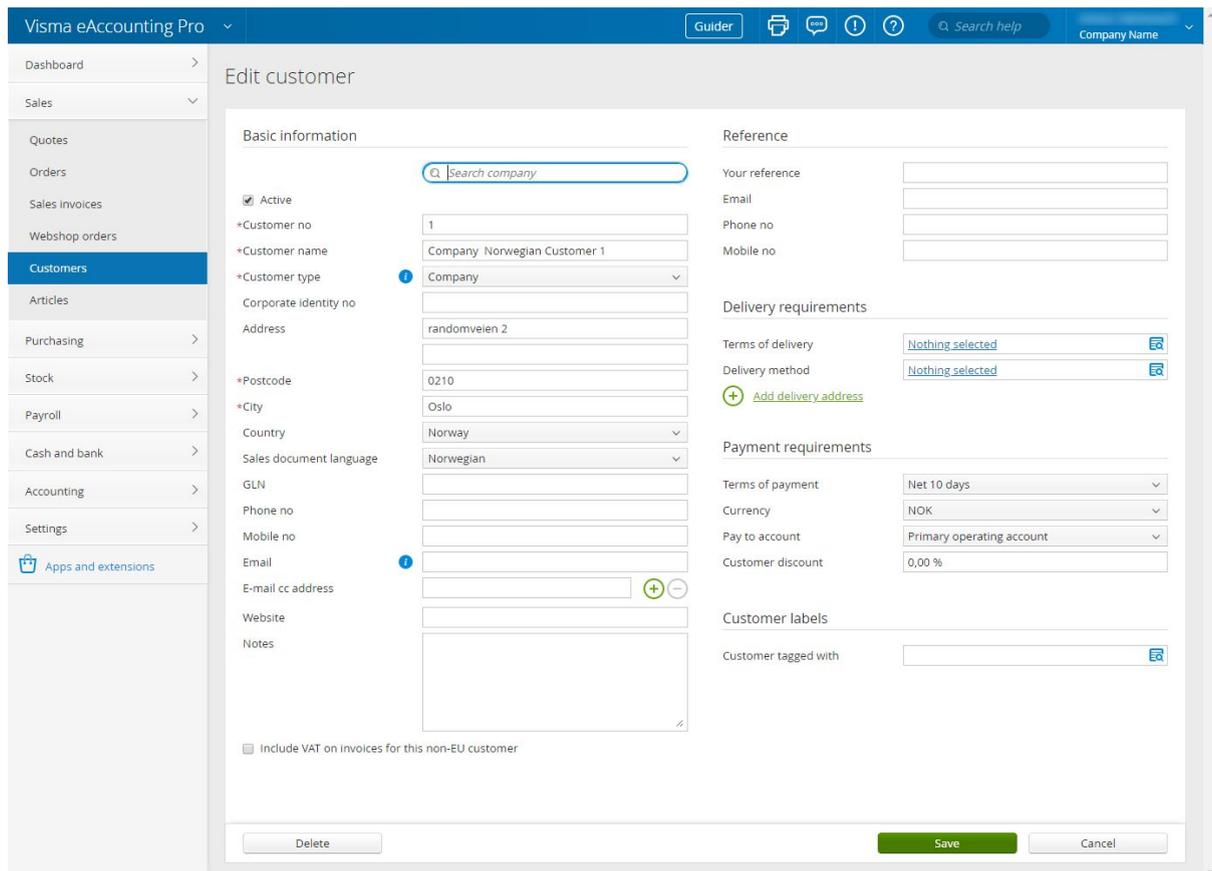
Before you can create a quote, order or customer invoice, you have to create at least one customer and one article. You will find the create button in the top right corner on those function pages.



Sales Flow

To create a sales item you first need a customer.

You can create a customer by going to the "Sales" module, entering the customers function page and pressing the green button in the top right corner, at pressing the button you will see a page that looks like this:



Fill in the fields and press the green button in the bottom right corner to save it.

Next, you will have to create an article.

Navigate to the articles function page (under the "Sales" module) and press the green button in the top right corner.

Visma eAccounting Pro

Dashboard >

Sales >

Quotes

Orders

Sales invoices

Webshop orders

Customers

Articles

Purchasing >

Stock >

Payroll >

Cash and bank >

Accounting >

Settings >

Apps and extensions

Edit article

Basic information

Active

Available in Webshop

*Article no: 1001

*Article name: Artikkel 1001

Article name in English: Article 1001

Sales details

*Sales category: Goods high VAT

*Unit: Pieces (pcs)

Sales price excl. VAT: 100,00

Sales price incl. VAT: 125,00

Calculation of margin

Purchase price excl. VAT: 40,00

Last changed: 11.03.2020

Contribution margin: 60,00

Contribution margin %: 60,00

Stock

Stock balance: 23,00

Manually adjusted: 11.03.2020

Units reserved: 0,00

Units available: 23,00

Article labels

Article tagged with: []

Save Cancel

Fill in the fields and press the green button in the bottom right corner to save it.

It is now possible for you to create quotes, orders or sales invoices!

These are created in the same way, navigate the function page, press the green button in the top right corner, create the item and save it.

There is a possibility to create an item with incomplete information and save it as a draft, you will be able to come back and edit it.

After creating a quote

Quotes

Drafts 0 Sent quotes 1 Converted quotes 0

New quote

Search

Total: 125,00 NOK

Quote no.	Customer no.	Customer name	Amount	Status	Date	Valid thro...
1	1	Company Norwe...	125,00	Awaiting	11.03.2020	10.04.2020

you have the opportunity to convert it to an order by pressing the quote then “Convert to order”.

The screenshot shows the 'Quotes' interface. At the top, there are three tabs: 'Drafts' (0), 'Sent quotes' (1), and 'Converted quotes' (0). A 'New quote' button is on the right. Below the tabs is a search bar and a table of quotes. The table has columns: Quote no., Customer no., Customer name, Amount, Status, Date, and Valid thro... The total amount is 125,00 NOK. A quote with ID 1 is shown, with a status of 'Awaiting' and a date of 11.03.2020. Below the table, the delivery address is listed: 'Company Norwegian Customer 1', 'randomveien 2', '0210 Oslo', 'Norway'. An 'Open' button is visible, and a dropdown menu is open, showing options: 'Mark as accepted', 'Convert to order' (highlighted with a green box), 'Convert to invoice', 'Copy', and 'Delete'.

The quote is now moved to the converted tab,

The screenshot shows the 'Quotes' interface with the 'Converted quotes' tab selected. The 'Drafts' and 'Sent quotes' tabs are now inactive. The main area is empty, displaying a message: 'There are no quote documents. This is where you'll find an overview of all the quote documents you have sent to your customers.' A search bar is visible at the top.

and if you navigate to the orders function page you will find it there.

The screenshot shows the 'Orders' interface. At the top, there are three tabs: 'Drafts' (0), 'Orders in progress' (1), and 'Invoiced orders' (0). A 'New order' button is on the right. Below the tabs is a search bar and a table of orders. The table has columns: Order No., Customer ..., Customer name, Amount, Status, Order date, Planned delivery date, and Delivered. The total amount is 125,00 NOK. An order with ID 1 is shown, with a status of 'Processing' and an order date of 11.03.2020.

You could mark the order as "Complete"

The screenshot shows the 'Orders' page with a table of orders. The first order is highlighted, and its 'Actions' dropdown menu is open, showing options: 'Complete', 'Copy', and 'Delete'. The 'Complete' option is highlighted with a green border.

Order No.	Customer ...	Customer name	Amount	Status	Order date	Planned delivery date	Delivered
1	1	Company Norw...	125,00	Processing	11.03.2020		

Delivery address: Company Norwegian Customer 1, randomveien 2, 0210 Oslo, Norway. Created from quote 1 on 10.04.2020 for 125,00.

And then convert it to an invoice.

The screenshot shows the 'Orders' page with the same order now marked as 'Completed'. The 'Actions' dropdown menu is open, showing options: 'Create invoice', 'Copy', and 'Void order'. The 'Create invoice' option is highlighted with a green border and a red arrow points to it.

Order No.	Customer ...	Customer name	Amount	Status	Order date	Planned delivery date	Delivered
1	1	Company Norw...	125,00	Completed	11.03.2020		11.03.2020

Delivery address: Company Norwegian Customer 1, randomveien 2, 0210 Oslo, Norway. Created from quote 1 on 10.04.2020 for 125,00.

You will find the invoice under the "Sales invoices" function page.

The screenshot shows the 'Sales overview' page with a table of sales invoices. The first invoice is highlighted.

Entr...	Invo...	Cus...	Customer name	Type	Categ...	Invoice date	Due date	Unpaid am...
A1	10001	1	Company Norwegian Customer 1	Debit inv...	Normal	11.03.2020	21.03.2020	125,00

You can also create an order without first creating a quote, or an invoice without first creating an order.

**Try it out in your eAccounting!*

There are a few actions you can make on an invoice, the most relevant are “Record payment” and “Credit”.

Sales overview

Drafts 0 | Unpaid sales invoices 1 | All sales invoices 1 | New sales invoice

Search | Category: All invoices | Status: All invoices | Total: 125,00 NOK

Entr...	Invo...	Cus...	Customer name	Type	Categ...	Invoice date	Due date	Unpaid am...
A1	10001	1	Company Norwegian Customer 1	Debit inv...	Normal	11.03.2020	21.03.2020	125,00

Account

	Debit	Credit
3000 - Salgsinnt. handelsvarer, avgiftspliktig, høy sats		100,00
2700 - Utgående mva, høy sats		25,00
1500 - Kundefordringer	125,00	

Created from order

1	11.03.2020	125,00

Open | Actions | Record payment | Void invoice | Credit | Doubtful/Bad debt | Copy | Period allocation

**The API has an endpoint for creating payment.*

To create a credit invoice you would use the customerInvoice endpoint but set the "IsCreditInvoice" property to "True".

Purchasing

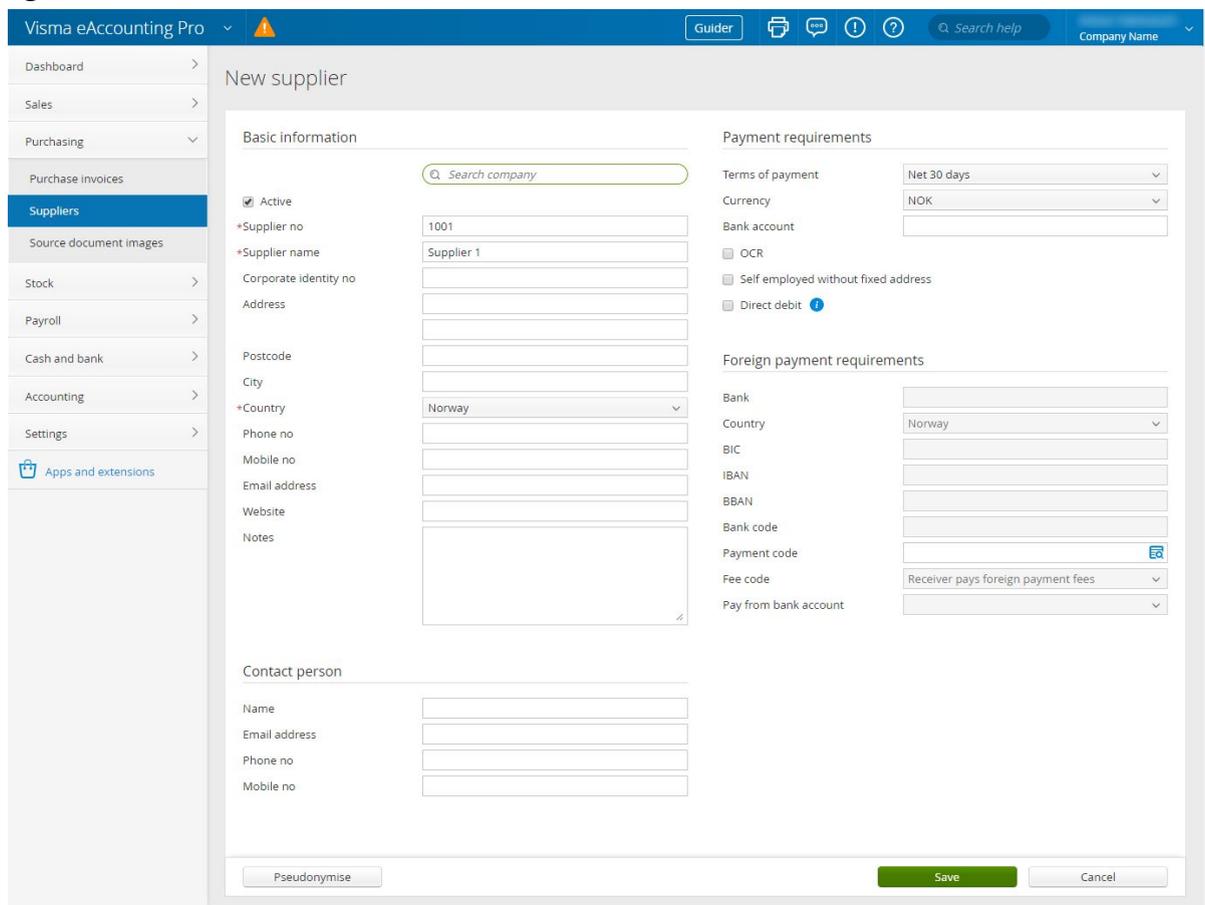
The "Purchasing" module works in the same way as "Sales".

To be able to create a purchase invoice you need to create a supplier.

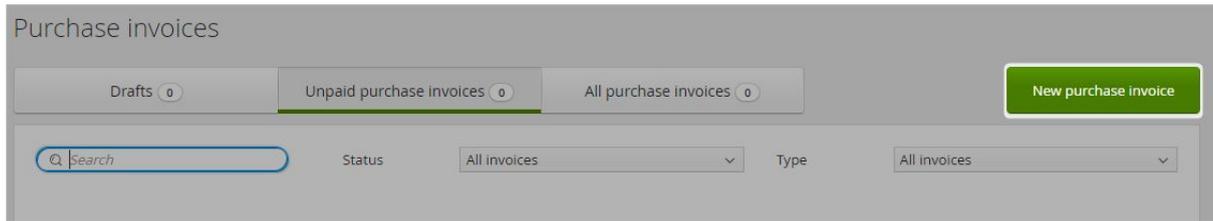
Navigate to the "Suppliers" function page and press the green button in the top right corner.



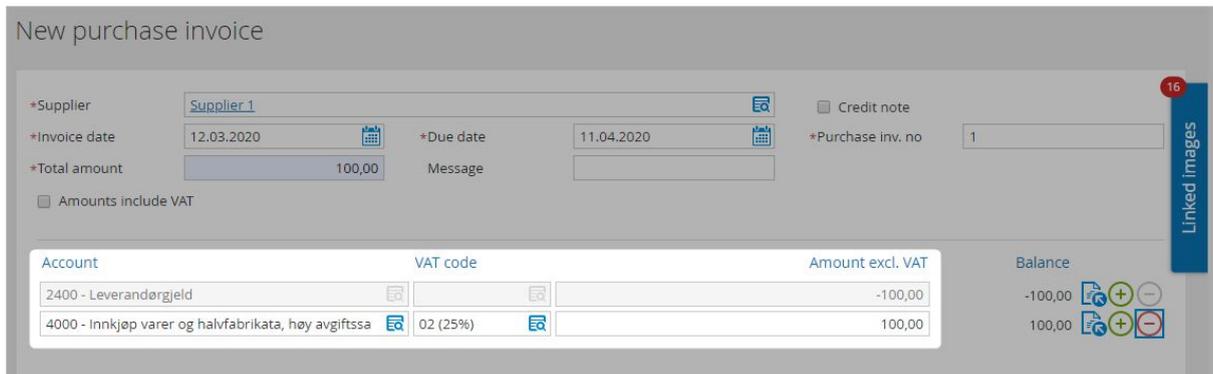
After filling in the information about the supplier, press the green button in the bottom right corner.

A screenshot of the 'New supplier' form in Visma eAccounting Pro. The form is divided into several sections: 'Basic information', 'Payment requirements', 'Foreign payment requirements', and 'Contact person'. The 'Basic information' section includes fields for 'Supplier no' (1001), 'Supplier name' (Supplier 1), 'Corporate identity no', 'Address', 'Postcode', 'City', 'Country' (Norway), 'Phone no', 'Mobile no', 'Email address', 'Website', and 'Notes'. The 'Payment requirements' section includes 'Terms of payment' (Net 30 days), 'Currency' (NOK), 'Bank account', and checkboxes for 'OCR', 'Self employed without fixed address', and 'Direct debit'. The 'Foreign payment requirements' section includes 'Bank', 'Country' (Norway), 'BIC', 'IBAN', 'BBAN', 'Bank code', 'Payment code', 'Fee code' (Receiver pays foreign payment fees), and 'Pay from bank account'. The 'Contact person' section includes fields for 'Name', 'Email address', 'Phone no', and 'Mobile no'. At the bottom of the form are buttons for 'Pseudonymise', 'Save', and 'Cancel'.

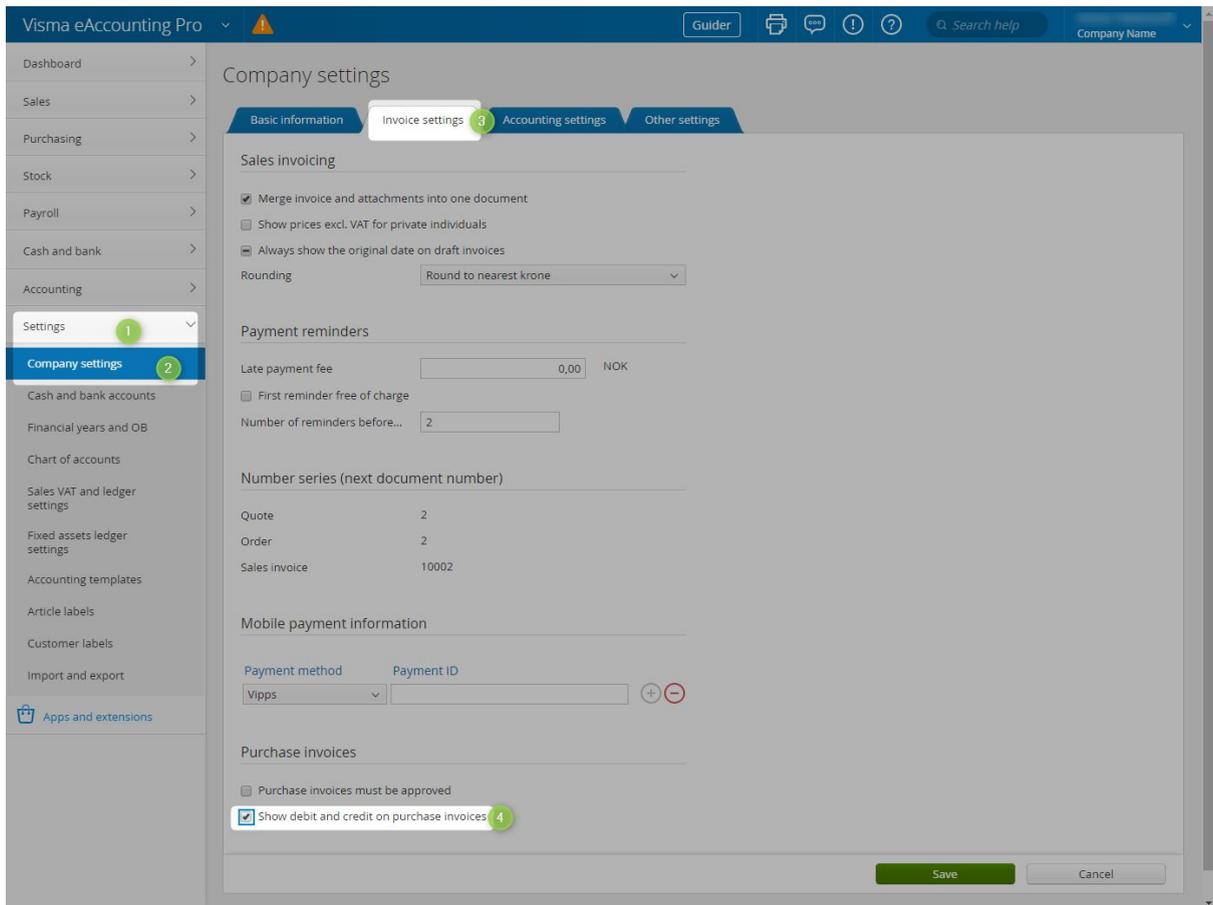
You can now create an invoice by navigating to the "Purchase invoice" function page and pressing the green button in the top right corner.



The purchase invoices are different from sales invoices in that you do NOT record articles/services but a (general ledger) account.



*you could change the way it looks like in the settings...



And the result:

New purchase invoice

*Supplier:

*Invoice date: *Due date:

*Total amount: Message:

Credit note Amounts include VAT

*Purchase inv. no:

Account	VAT code	Debit	Credit	Balance
2400 - Leverandørgjeld		0,00	100,00	-200,00
4000 - Innkjøp varer og halvfabrikata, høy avgiftssats	02 (25%)	100,00	0,00	200,00

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Linked Images

After saving the invoice it will show in the purchase invoices overview page:

Visma eAccounting Pro Guider 🖨️ 🗨️ ⚠️ ? 🔍 Search help Company Name

Dashboard > Sales > Purchasing > **Purchase invoices**

Purchase invoices overview: Drafts (0) | Unpaid purchase invoices (2) | All purchase invoices (2) New purchase invoice

Search: Status: All invoices Type: All invoices Total: 200,00 NOK

Entr...	Invoic...	Supplier ...	Supplier name	Invoice date	Due date	Status	Unpaid a...
A2	1	1001	Supplier 1	12.03.2020	11.04.2020	Not overdue	100,00
A3	2	1001	Supplier 1	12.03.2020	11.04.2020	Not overdue	100,00

Account table (from previous image):

Account	Debit	Credit
2400 - Leverandørgjeld		100,00
4000 - Innkjøp varer og halvfabrikata, høy avgiftssats	100,00	

And as for sales invoices, it is possible to record a payment by pressing the invoice, action and then "Record payment".

Purchase invoices overview: Drafts (0) | Unpaid purchase invoices (2) | All purchase invoices (2) New purchase invoice

Search: Status: All invoices Type: All invoices Total: 200,00 NOK

Entr...	Invoic...	Supplier ...	Supplier name	Invoice date	Due date	Status	Unpaid a...
A2	1	1001	Supplier 1	12.03.2020	11.04.2020	Not overdue	100,00

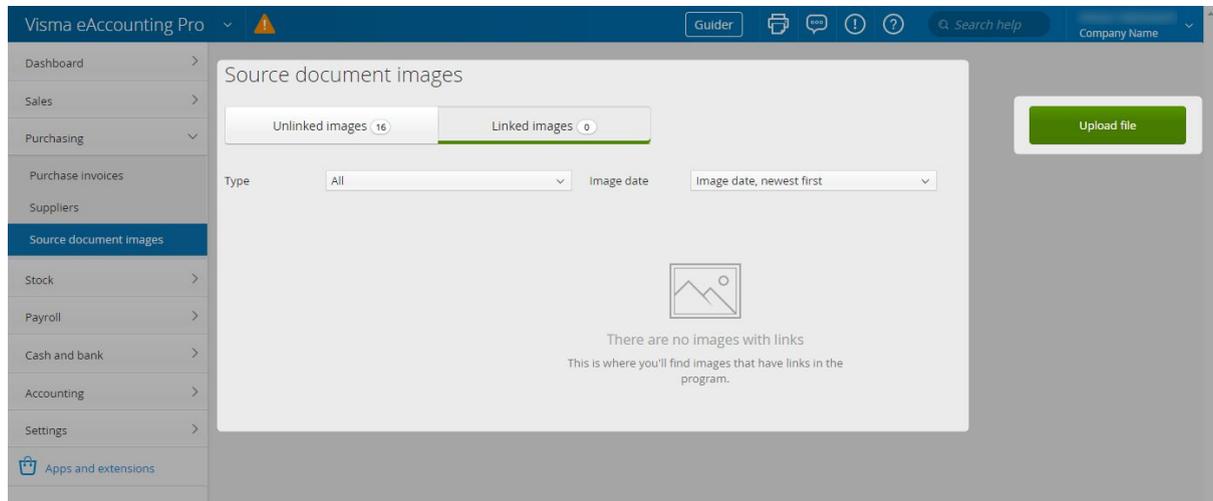
Account table (from previous image):

Account	Debit	Credit
2400 - Leverandørgjeld		100,00
4000 - Innkjøp varer og halvfabrikata, høy avgiftssats	100,00	

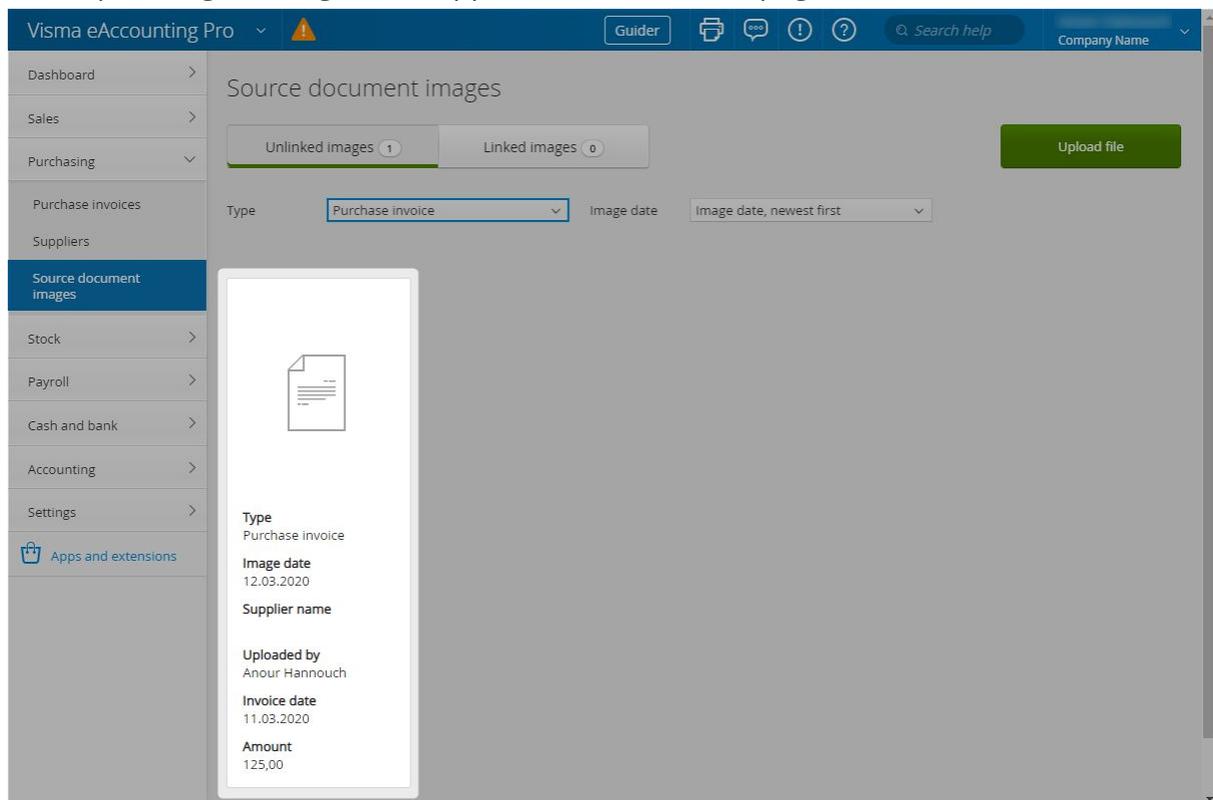
Actions menu for invoice 1:

- Open
- Record payment
- Void invoice
- Period allocation

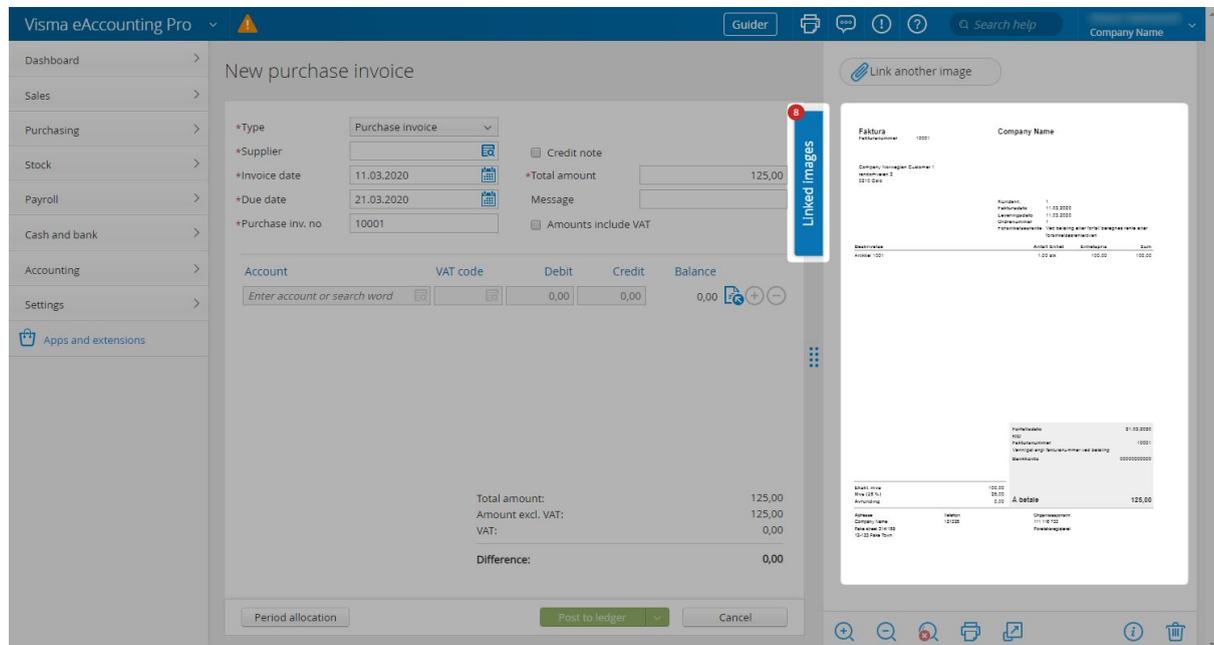
Very often eAccounting user want to upload receipts or other document related to a purchase they made, it is therefore possible to upload an attachment in the "Purchasing" module.



After uploading an image it will appear on the function page.



If you press the attachment you will be prompted a create-purchase-invoice window with the image attached to it.



If you want to attach an image or an additional one, you could also press the blue "Upload image" ribbon.

(Stock)

The "Stock" module will not be discussed in this document for more information see the reference document.

(Payroll)

The "Payroll" module will not be discussed in this document for more information see the reference document.

(Cash and Bank)

The "Cash and Bank" module will not be discussed in this document for more information see the reference document.

Accounting

The main feature for the "Accounting" module is the "Journal entries" function. Again, you will find the create button in the top right corner of the function page.

***NOTE!** A "journal entry" is sometimes called a "voucher"

Journal entry

By creating a journal entry from the function page you post transactions on the general ledger.

***NOTE!** A journal entry always have to be balanced, that is, always exchanging the same amount from one account to another.

Here is an example:

The screenshot displays the 'Manual journal entry' interface in Visma eAccounting Pro. The top navigation bar includes 'Visma eAccounting Pro', 'Guider', and a search bar. The left sidebar lists various accounting functions, with 'Journal entries' selected. The main area contains the following fields and table:

*Date: 17.03.2020
Accounting t...
Description
 Amounts include VAT

Account	VAT code	Debit	Credit	Balance
1900 - Kontanter		100,00	0,00	100,00
1920 - Bankinnskudd		0,00	100,00	-100,00

Sum debit: 100,00
Sum credit: 100,00
Difference: 0,00

Buttons: Period allocation, Post to ledger, Cancel

After posting it to the ledger you can find it on the ledger overview together with the other items e created earlier in this document:

Journal entries New journal entry

Search:

Show time ... Select dates Transaction ... All

Transaction ... 01.01.2020 - 17.03.2020 Journal series All

Entr...	Description	Transaction type	Transaction date	Amount																				
A4		Manual journal entry	17.03.2020	100,00																				
<table border="1"> <thead> <tr> <th>Account</th> <th>VAT code</th> <th>Debit</th> <th>Credit</th> <th></th> </tr> </thead> <tbody> <tr> <td>1900 - Kontanter</td> <td></td> <td>100,00</td> <td></td> <td>Open</td> </tr> <tr> <td>1920 - Bankinnskudd</td> <td></td> <td></td> <td>100,00</td> <td>Actions</td> </tr> <tr> <td colspan="4"></td> <td>Create PDF</td> </tr> </tbody> </table>					Account	VAT code	Debit	Credit		1900 - Kontanter		100,00		Open	1920 - Bankinnskudd			100,00	Actions					Create PDF
Account	VAT code	Debit	Credit																					
1900 - Kontanter		100,00		Open																				
1920 - Bankinnskudd			100,00	Actions																				
				Create PDF																				
A3	Leverandørfaktura fra 1001 Supplier 1, 2	Purchase invoice	12.03.2020	100,00																				
A2	Leverandørfaktura fra 1001 Supplier 1, 1	Purchase invoice	12.03.2020	100,00																				
A1	Faktura til 1 Company Norwegian Customer 1, 10001	Sales invoice	11.03.2020	125,00																				

Customer Ledger Item

In the UI of eAccounting you can create a customer ledger item by entering the accounts payable or accounts receivable accounts when creating a journal entry.

An example:

Manual journal entry

*Date: 17.03.2020

Accounting t...

Description: Customer ledger item 1

Amounts include VAT

Account	Customer/Sup...	VAT code	Debit	Credit	Balance
1500 - Kundefordringer	<input type="text"/>	<input type="text"/>	0,00	0,00	125,00
Enter account or search word	<input type="text"/>	<input type="text"/>	0,00	0,00	0,00

When you add a receivables account you are prompted an additional field with customer invoice or supplier invoice that you could connect to a specific account.

***NOTE!** This function is mainly used for importing items from a previously used system. There are no PDFs created for the invoice.

We recommend you to talk to your local BU (support) before using this function to understand how it works, also note that the functionality may vary depending on the country version you have of eAccounting.

Cost centers and projects

Cost centers and projects are two different functions underneath the "Accounting" module, they allow you to create entities that you can link costs to.

Examples of cost centers are departments, teams or other non-time specific entities that will use a bigger part of the budget.

eAccounting allows you to have up to three categories of cost centers with endless amounts of cost units under each one of these categories.

How it could look like:

Cost centres

Visma API:s Visma UI Support Visma Sales

New cost unit

Search

Show inactive items

Name	Short name
Visma Advisor	API - Adv
Visma eAccounting	API - eA
Visma.net	API - net

Latest journal entries Edit

Projects are similar to cost centers but are time specific, examples of common projects are, internal renovation projects or external construction projects (if you are a small construction firm).

In the following example i am acting as a construction company...:

Projects

Ongoing projects (2) All projects (2)

New project

Search

No.	Name	Customer	Start date	End date	Status
1	Cristophers house	Krzysztof	17.03.2020	17.03.2021	Ongoing
2	Renovation of the leaning tower of...		17.03.2020	24.03.2020	Ongoing

Settings

Company settings

In the "Company settings" you will find the most essential settings under the "Basic information" tab.

Company settings

Basic information Invoice settings Accounting settings Other settings

Company contact details

*Company name Company Name

*Address Fake street 314/159

*Postcode 12-123

*City Fake Town

Place of domicile

*Phone no 121328

Mobile no

Email address

Website

Our reference

Additional company details

Corporate identity no 111116733

Verify

GLN

Local currency NOK

Webshop

Webshop synchronisation Activated

Show/Hide extensions in the menu

Show Payroll in the menu

Show Quotes in the menu

Show Orders in the menu

Reset company

If you reset your company, everything in the program will be deleted except your company name and corporate identity number. Your user ID and password for Visma Spcs' web services will remain the same. Resetting the company requires administrator privileges.

Reset

Archived companies

When you have restarted your company you can access your previous company data in a read-only version. You cannot change anything in the read-only version, but have the possibility to export data.

Select company

Save Cancel

If you are testing eAccounting functionality and want to reset everything, you have the reset option in this tab.

“Accounting settings” is another useful tab, relevant functions here are the “Accounting locked as of”, which allows you to lock any adding or changing from the specified date and back in time.

The “Journal series” is something that is good to keep track of as well, it is not recommended changing these series during an ongoing fiscal period, as accounting should be consistent throughout the period.

Company settings

Basic information Invoice settings Accounting settings Other settings

Accounting practice

Type of business entity Limited liability company

VAT period Not liable to taxation

Accounting locked as of No lock

Use cost centres

Use projects

Use transaction texts for narration

Use automatic VAT calculation

Use automatic source document image interpretation

Altinn credentials

Click to enter the credentials required when sending reports to Altinn

Enter Altinn credentials

Depreciation expenses

Depreciation interval Monthly

Journal series

Sales invoices

Incoming payments

Purchase invoices

Purchase with receipt

Outgoing payments

Cash/bank transactions

VAT

Corrections

Fixed assets

Other

Employee payouts

+ Add new journal series

For the details of how the invoices will look like, you will find that on the “Other settings”, (scroll down):

Collection domestic email text

Kjære kunde,
Vedlagt denne e-post finner du en betalingspåminnelse for en ubetalt faktura.
Med vennlig hilsen,
Company Name
Company Name
Fake street 314/159
12-123 Fake Town
Telefonnr : 121328
[Show foreign texts](#)

Printout settings

Invoice layout with frame

Show OCR/KID reference no. on invoice printouts

Show QR code on invoice printouts

Show article number on invoice printouts

Show article unit on invoice printouts

Show article quantity on invoice printouts

Show article price on invoice printouts

Show project name on sales invoice

Invoice background Company name and footer

[Add / Change customized background](#)

Preview invoice

Save Cancel

Financial years and OB (opening balance)

***NOTE!** In this document I call fiscal year, financial year and fiscal period, they are all the same, and not exclusively one year... it could be shorter or longer.

Regarding the post of an entry to the general ledger, additionally, to the first requirement (the journal entry has to be balanced, the sum of all credit and all debit should be zero) you also have to have a fiscal period defined within which you register this journal entry.

That is, you have to have defined the fiscal period e.g. 01.01.2020 - 31.12.2020.

This defining of a fiscal period can be done in the "Financial years and OB" page under the "Settings" module.

You have the "New financial year" (fiscal period) button in the top right corner:



Additionally, to create a fiscal period you can also add the opening balance of a company in the beginning of the period of the first fiscal period that is created.

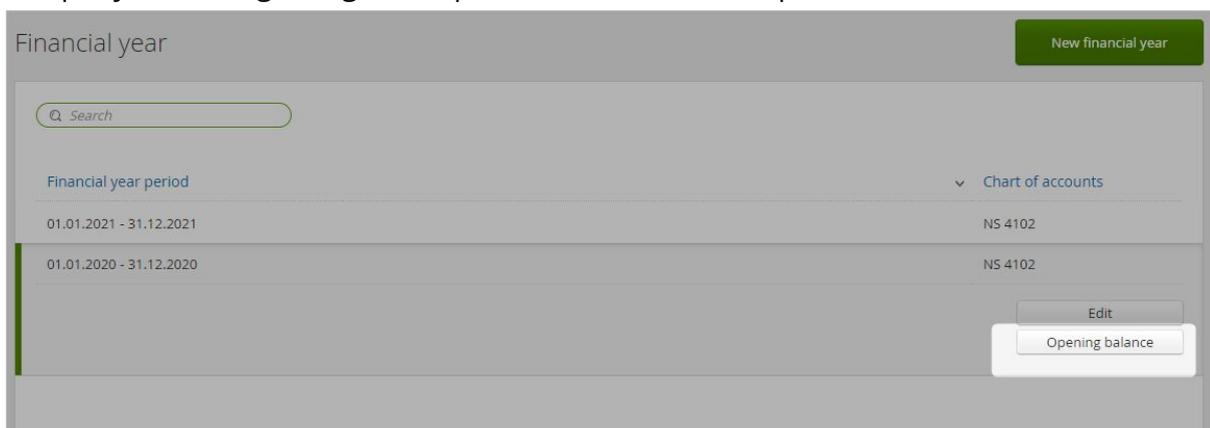
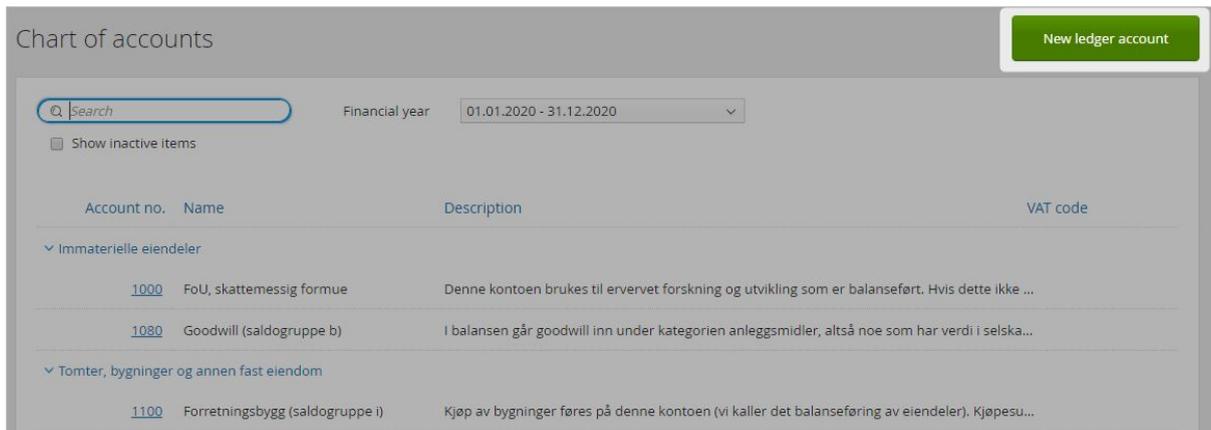


Chart of accounts

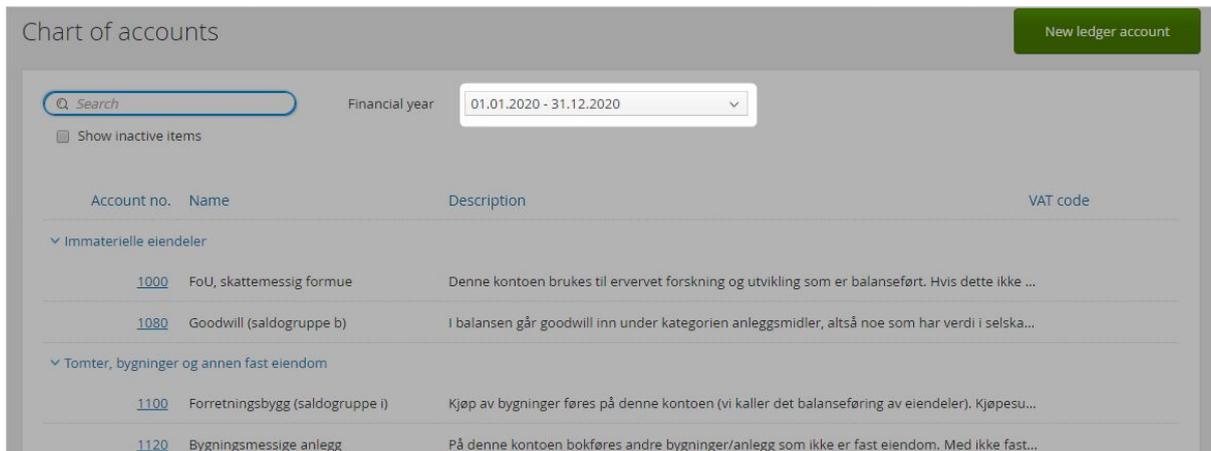
“Chart of accounts” is another necessary function for any accounting in case you want to edit what is allowed to do on an account or create another account.

These accounts here are also known as ledger accounts.

You can create accounts by pressing the button in the top right corner:



Notice also that if you create an account it is linked to the fiscal period you are in:



When creating a new fiscal period, you will be prompted whether you want to copy the custom accounts to the new fiscal period.

A common error in API is that you do not have the fiscal year created for the date that you are trying to create a general ledger entry.