eAccounting UI Basics

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**.

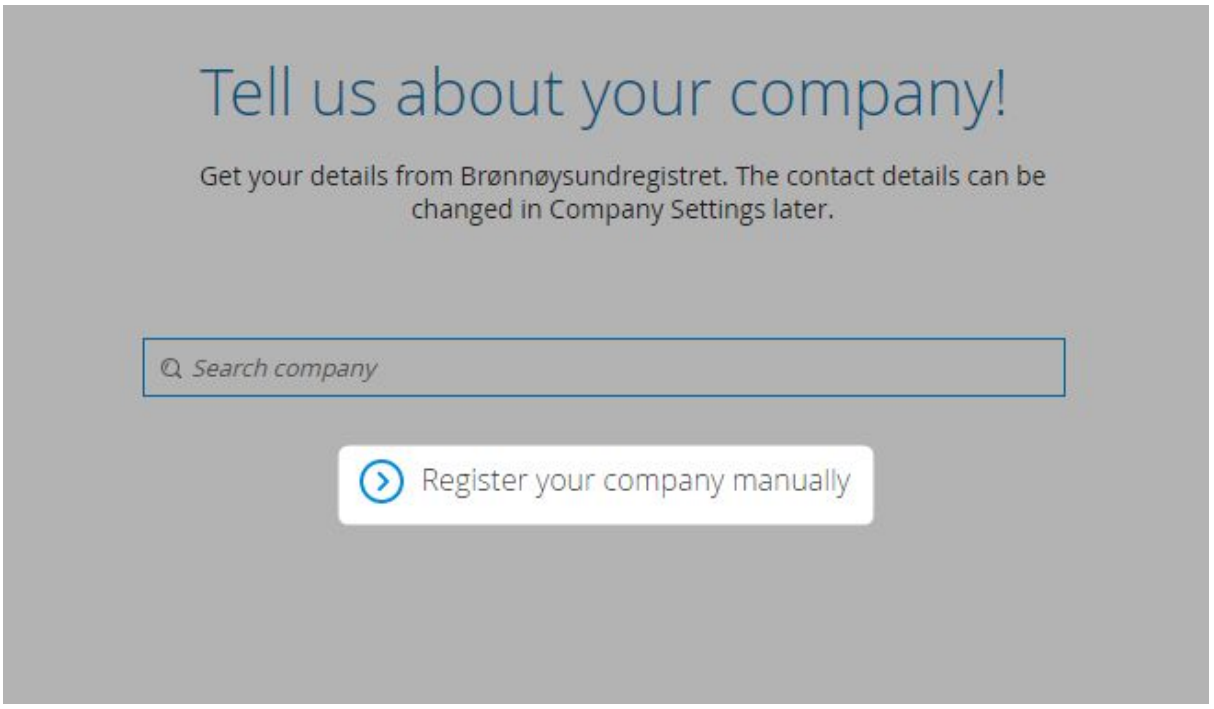
Before starting...

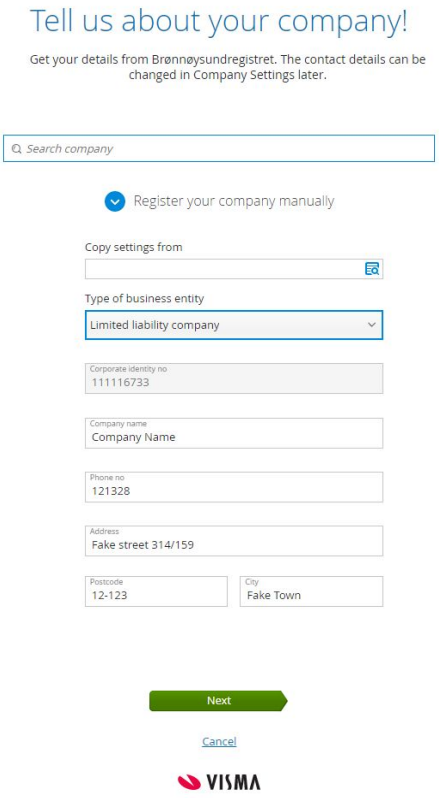
To log into eAccounting, go to: www.vismaonline.com
Here you will have your services, press the eAccounting service to get started.

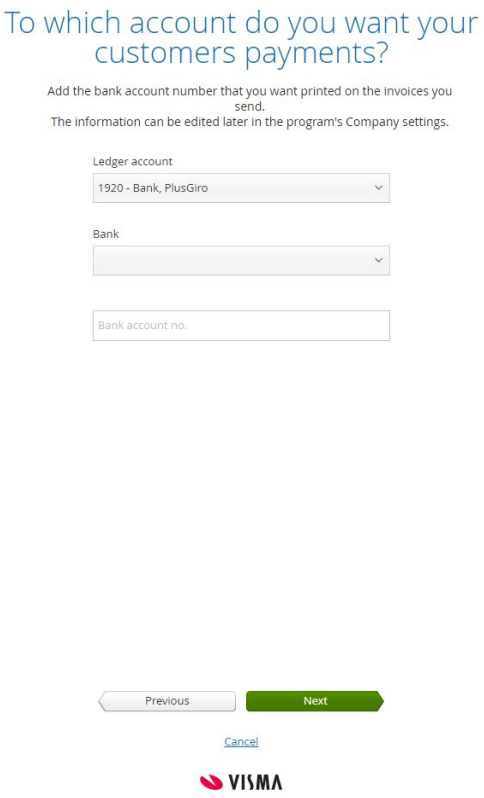
First time you log in, you will be prompted by the startup guide...

Startup Guide

The startup guide has to be completed before starting to use the API!







Customize your invoices for your company

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

Start number for invoices
10001

Previous | Next

Cancel

VISMA

Settings for your accounting

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

Financial year
01.01.2020 - 31.12.2020

VAT period

Previous | Finish

Cancel

VISMA

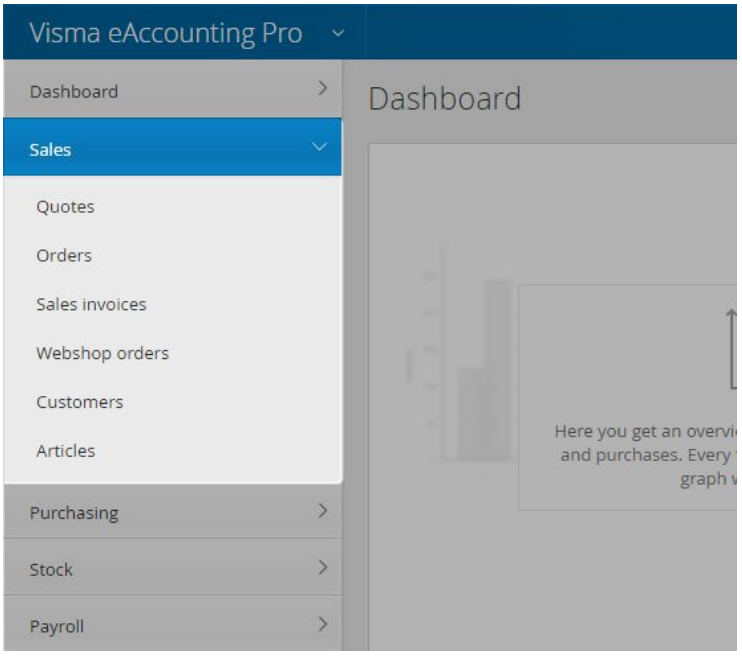
Your company is soon all set up!

Now it's our turn to work. Sit back and relax while we create your company.

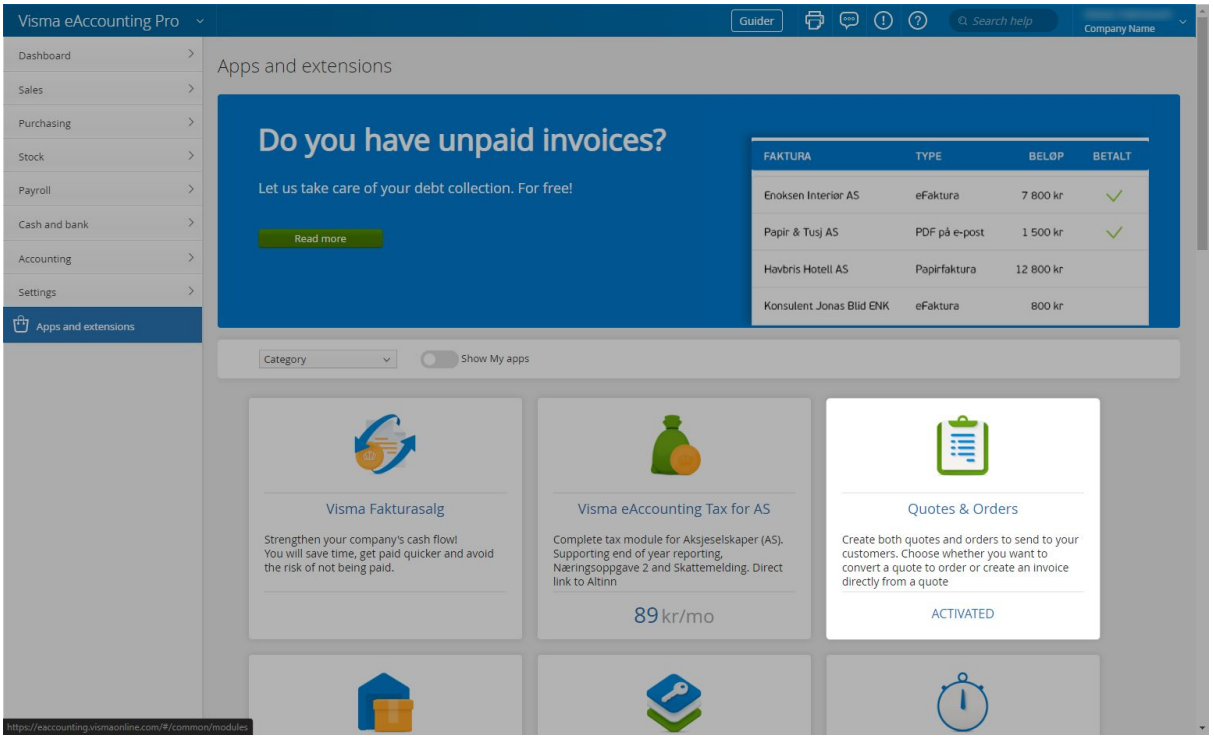
Sales

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

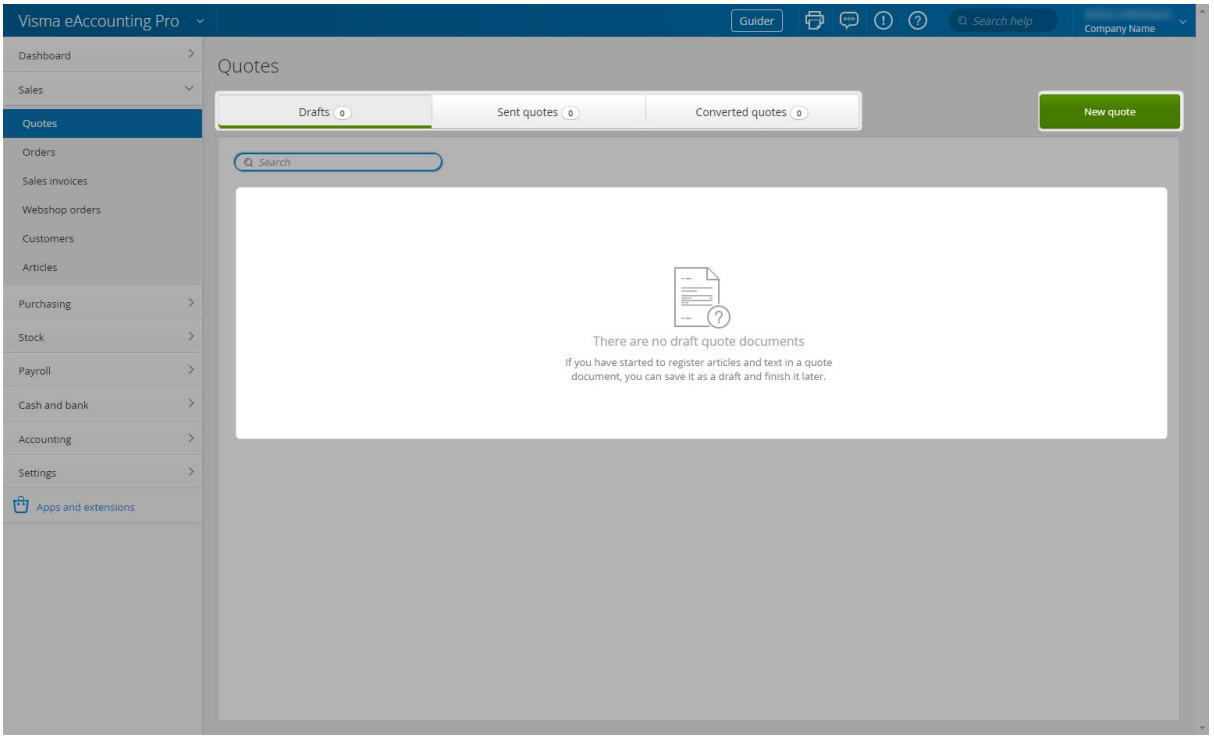
It also allows you to see the webshop orders.

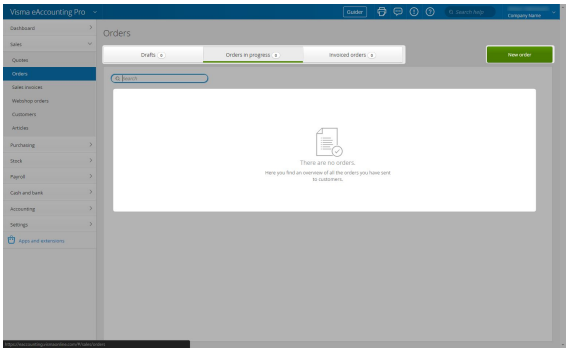


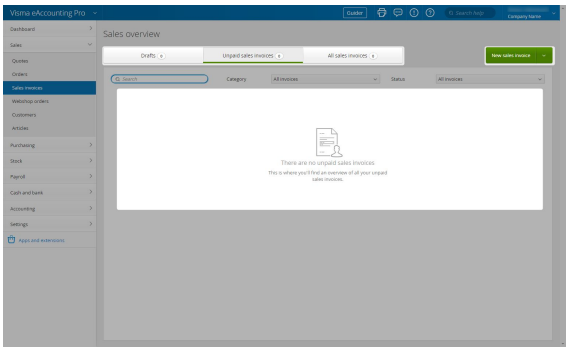
The quotes and orders are only available if you bought the “Quotes & Orders” module.



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.



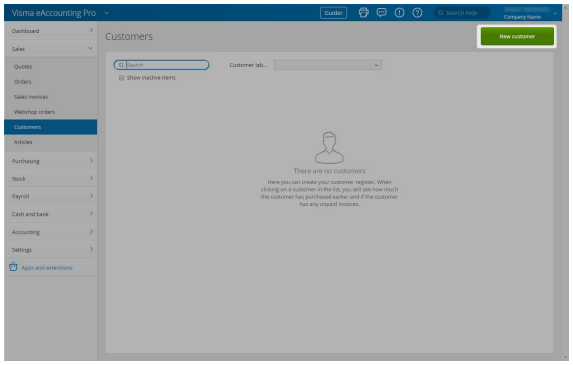


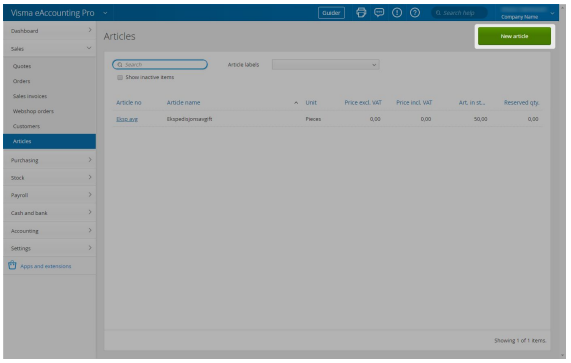


Next, you will find the “Webshop Orders”, when synchronizing your Visma Webshop solution with eAccounting you will have the possibility to see the orders created in the webshop here underneath this function page.

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

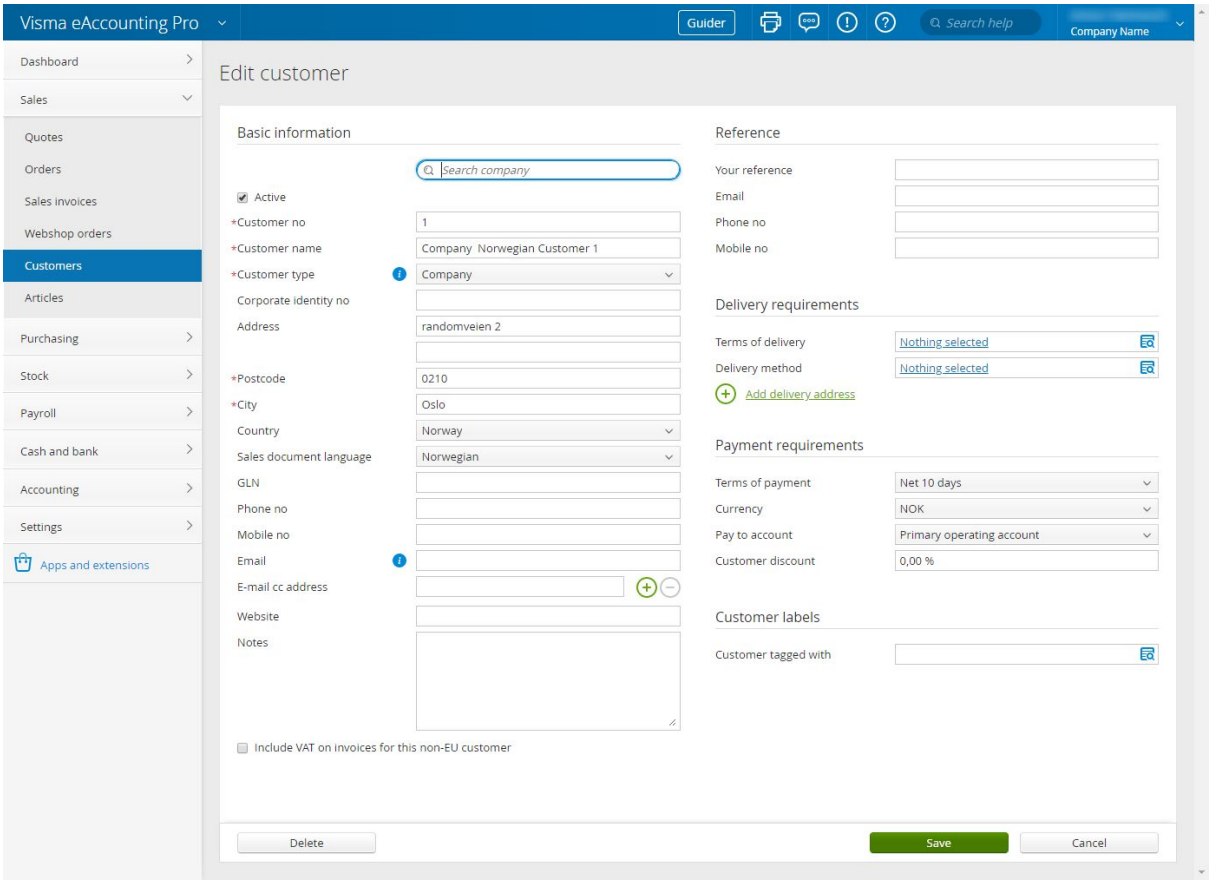
Before you can create a quote, order or customer invoice, you have to create at least one customer and one article. You will find the create button in the top right corner on those function pages.





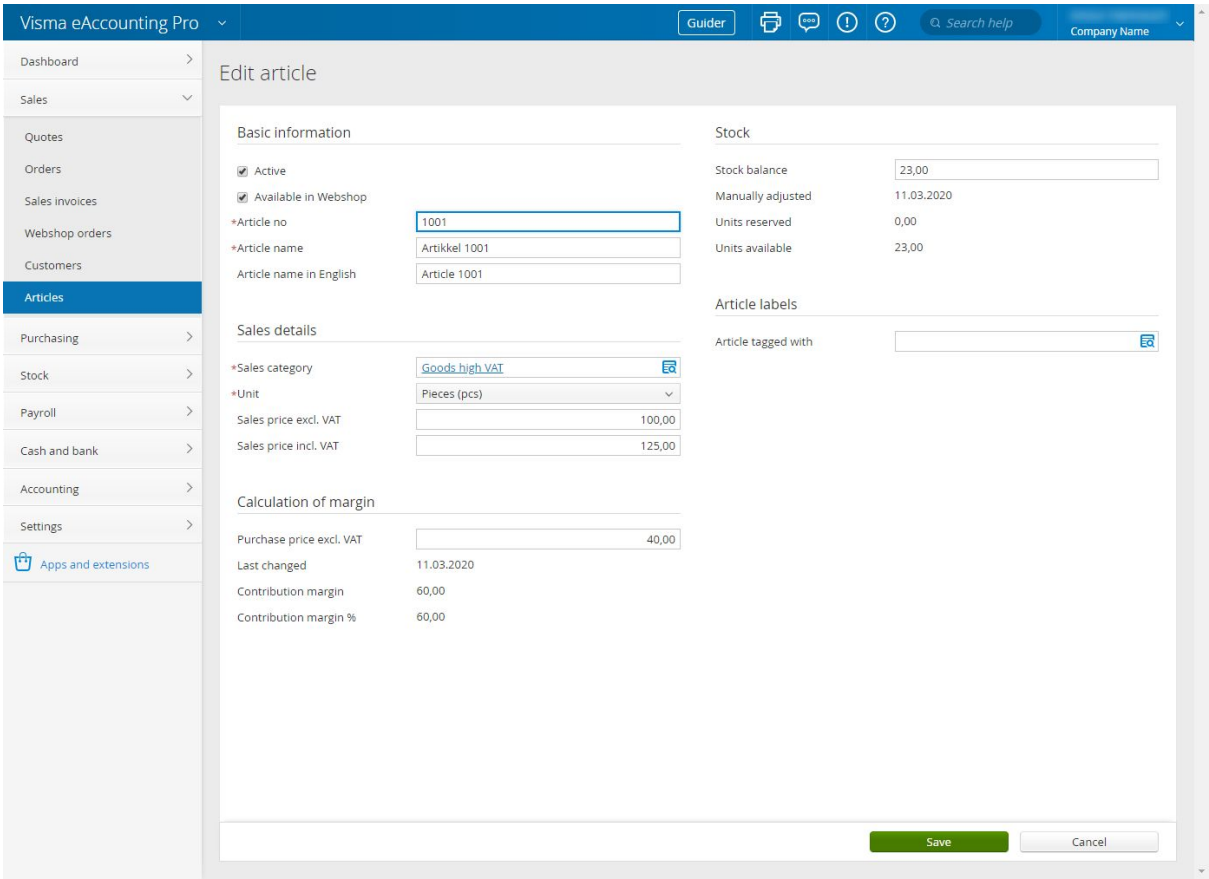
Sales Flow

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.

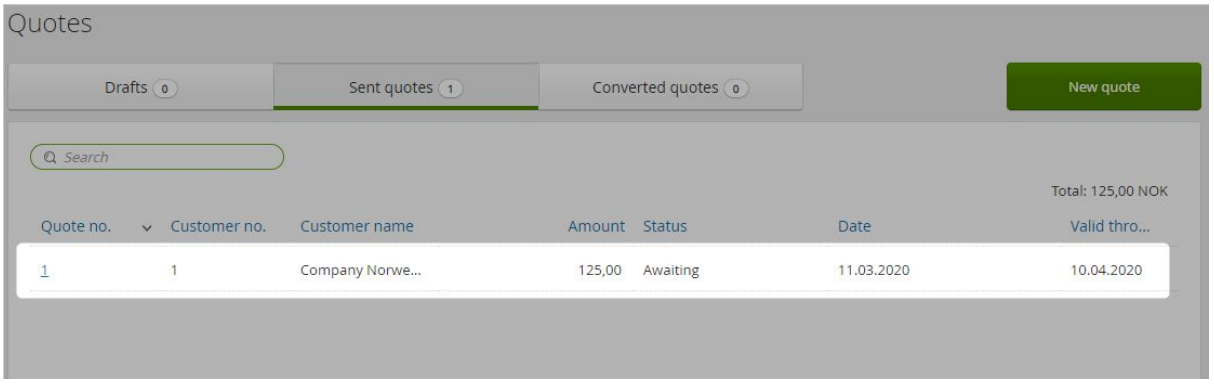


Fill in the fields and press the green button in the bottom right corner to save it.

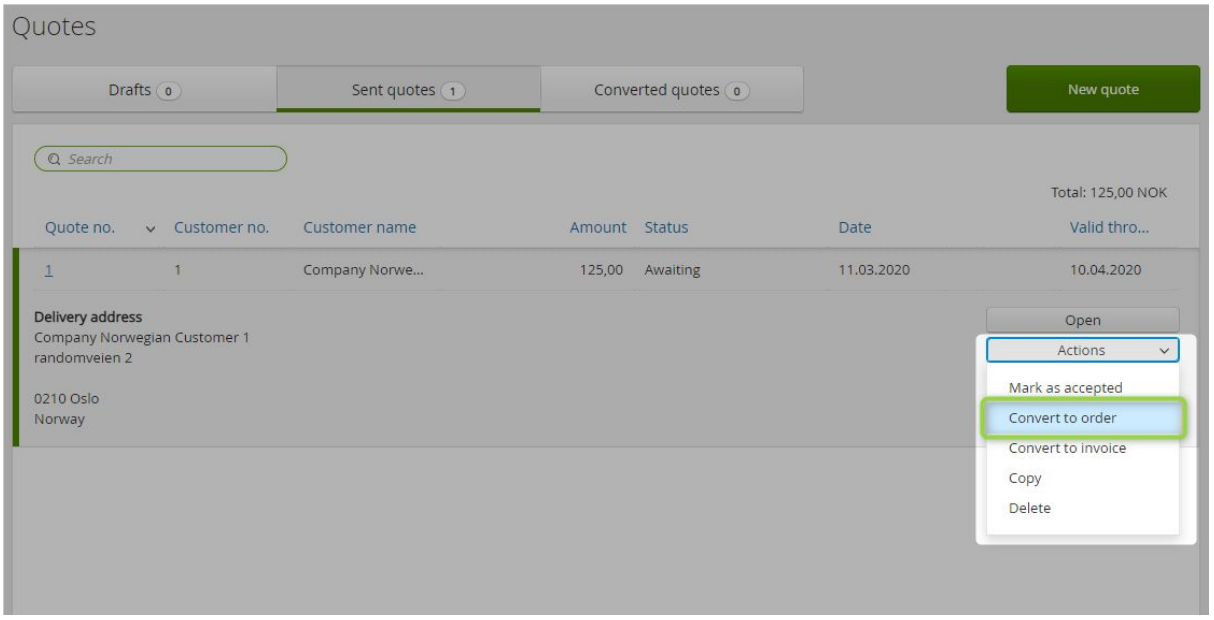
It is now possible for you to create quotes, orders or sales invoices!
These are created in the same way, navigate the function page, press the green button in the top right corner, create the item and save it.

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.

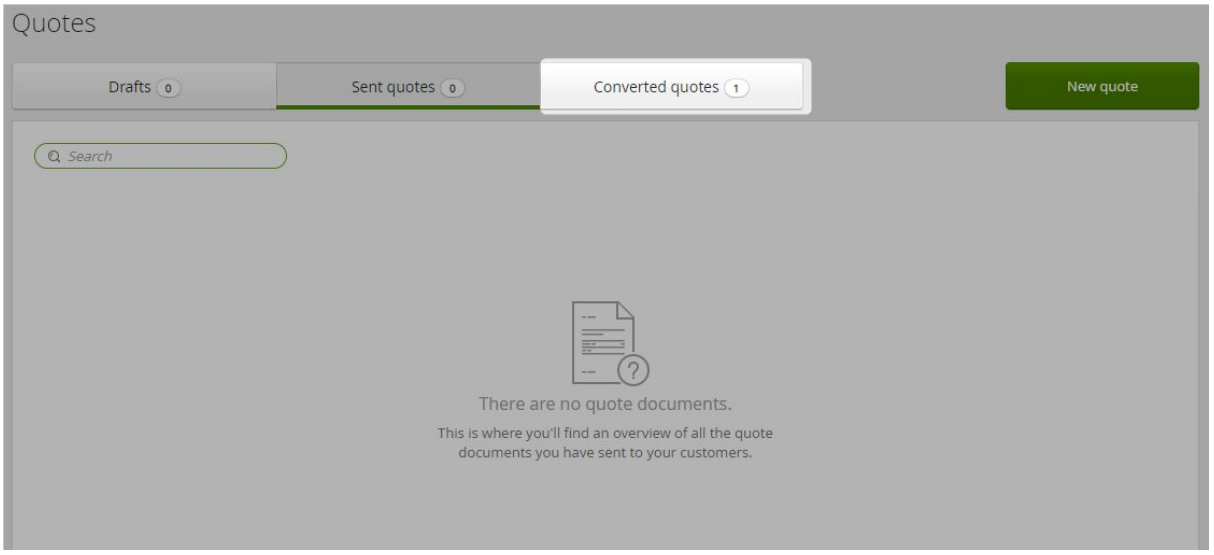
After creating a quote



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

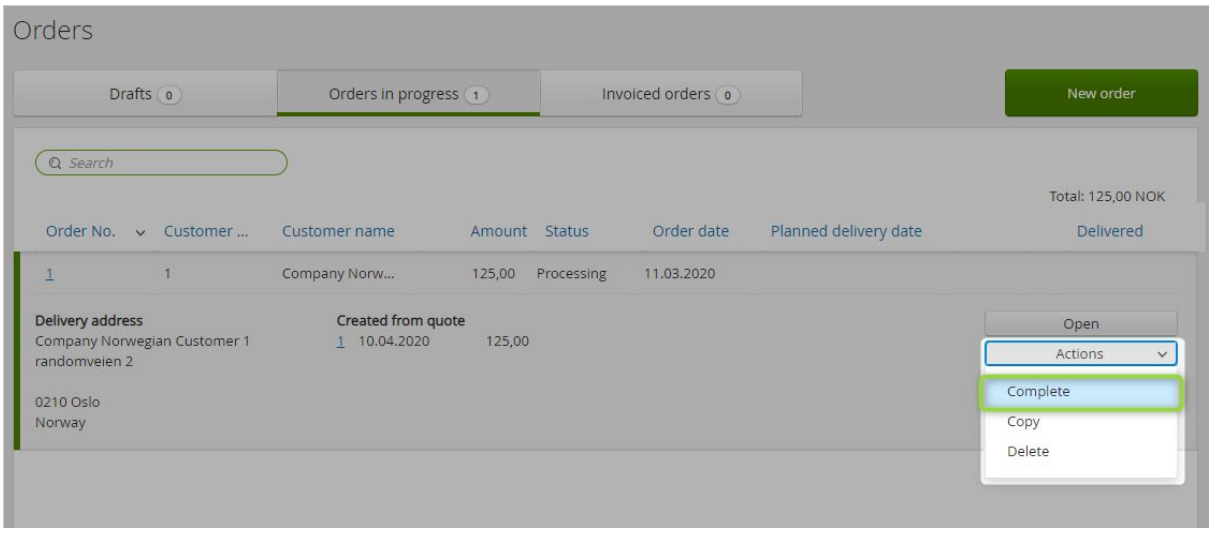


The quote is now moved to the converted tab,

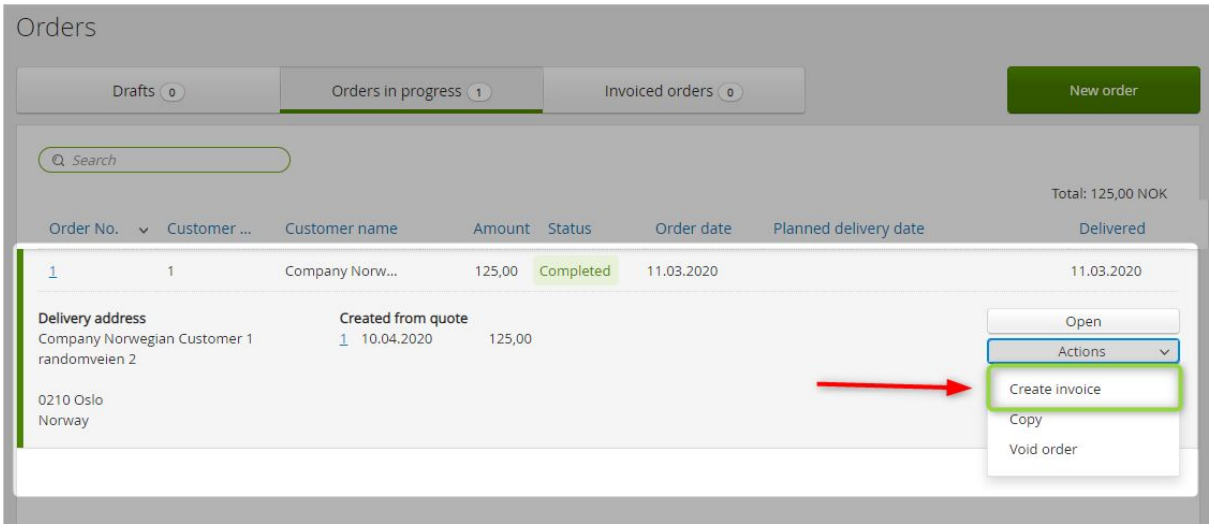


and if you navigate to the orders function page you will find it there.

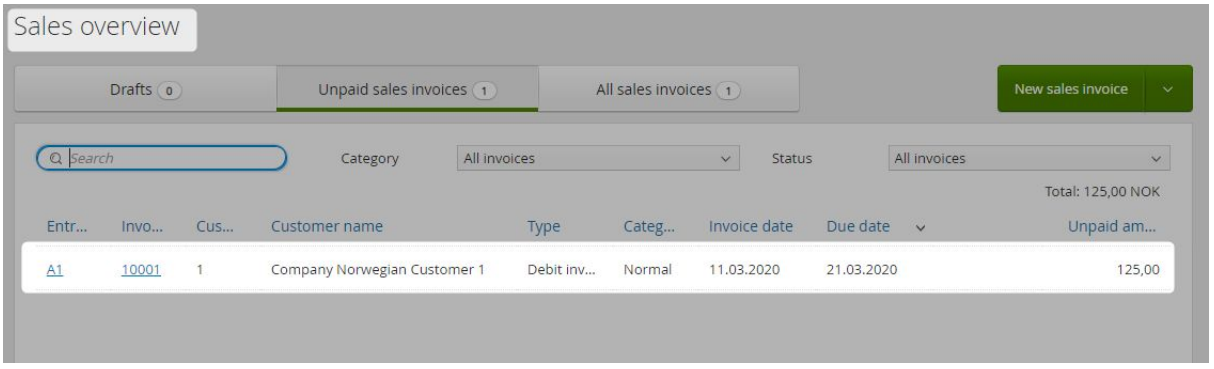
You could mark the order as “Complete”



And then convert it to an invoice.



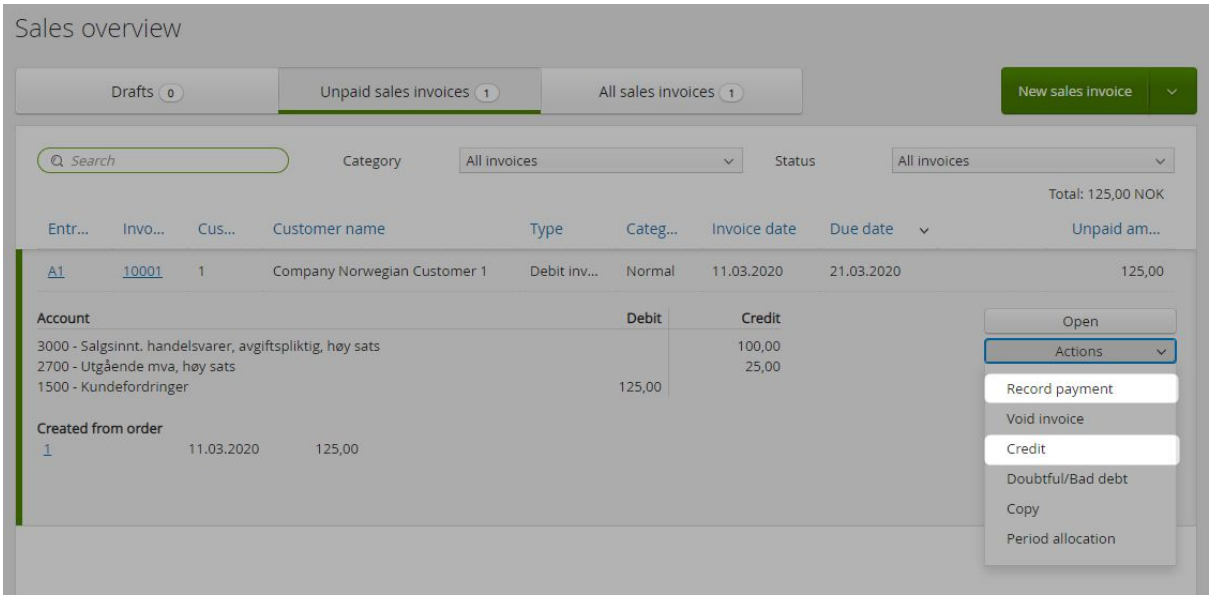
You will find the invoice under the “Sales invoices” function page.



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”.

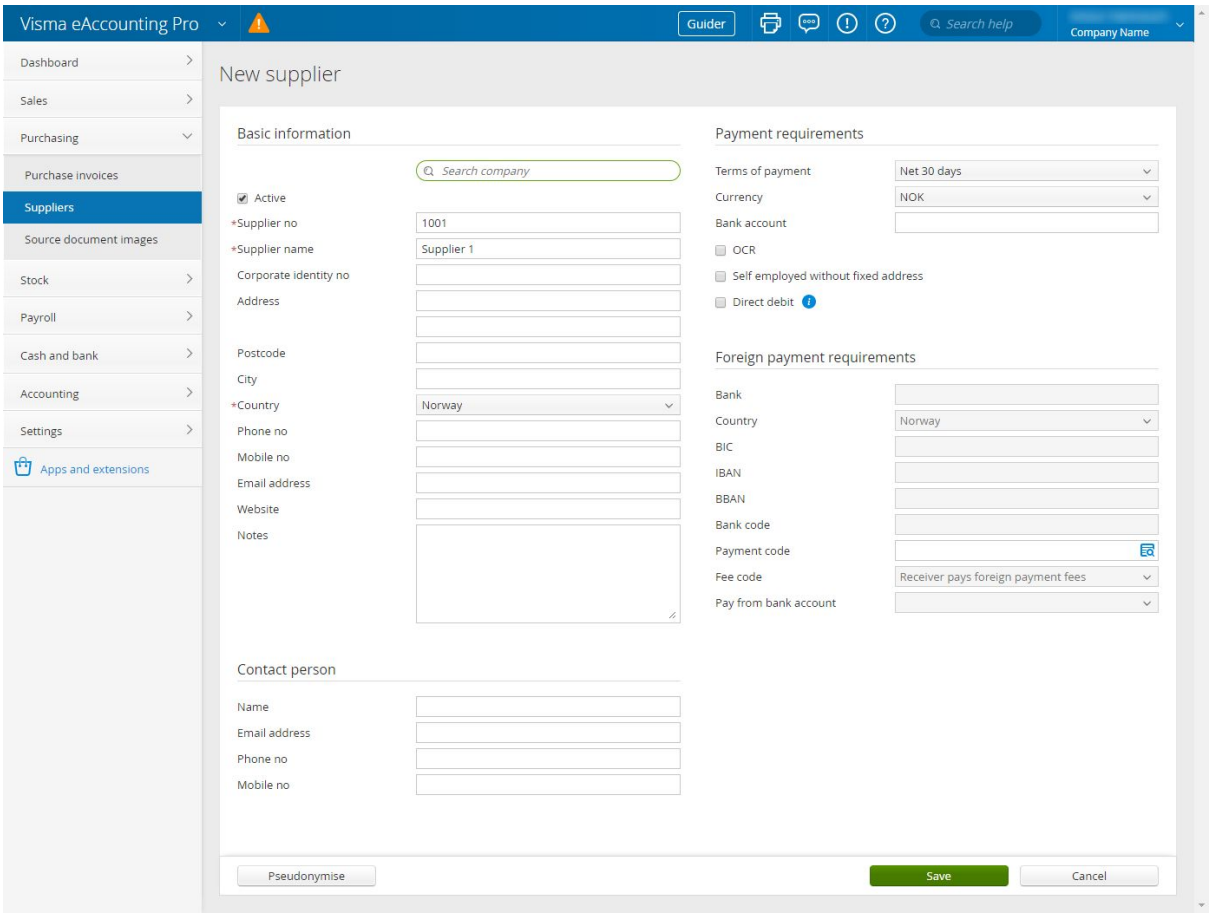


**The API has an endpoint for creating payment.*
To create a credit invoice you would use the customerInvoice endpoint but set the “IsCreditInvoice” property to “True”.

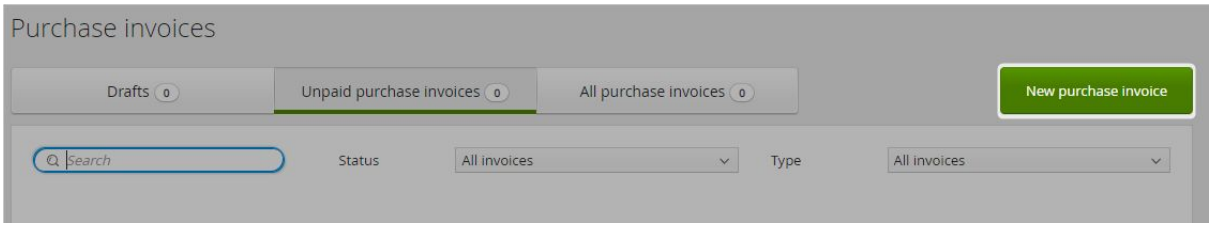
Purchasing

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.

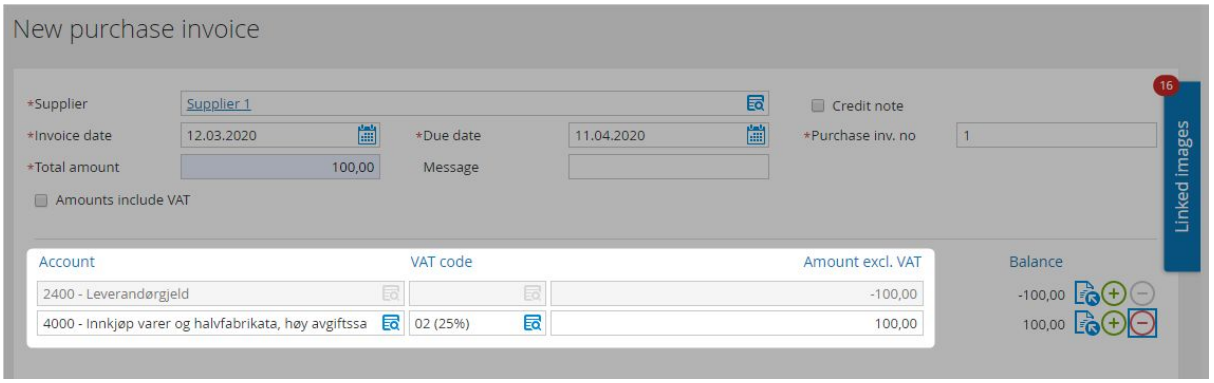
After filling in the information about the supplier, press the green button in the bottom right corner.



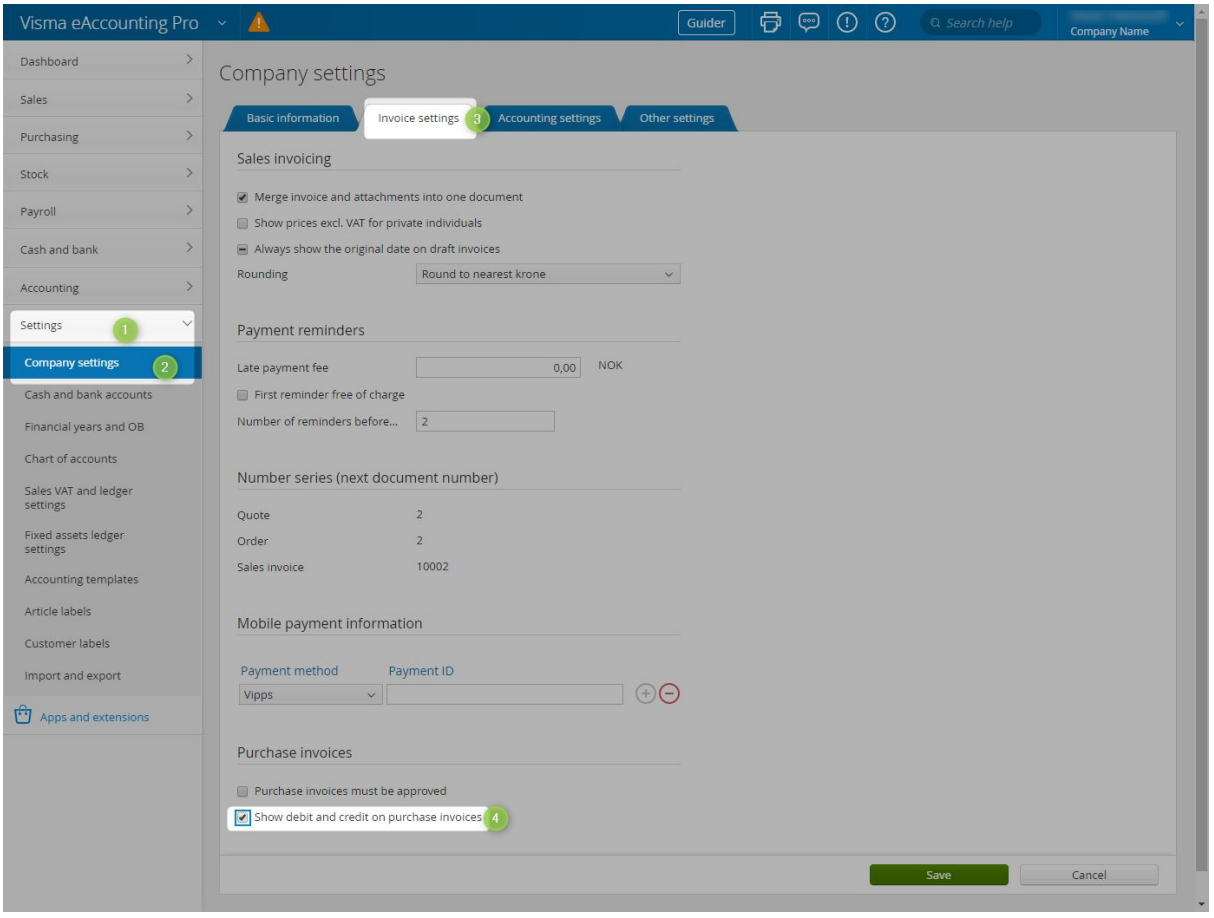
You can now create an invoice by navigating to the “Purchase invoice” function page and pressing the green button in the top right corner.



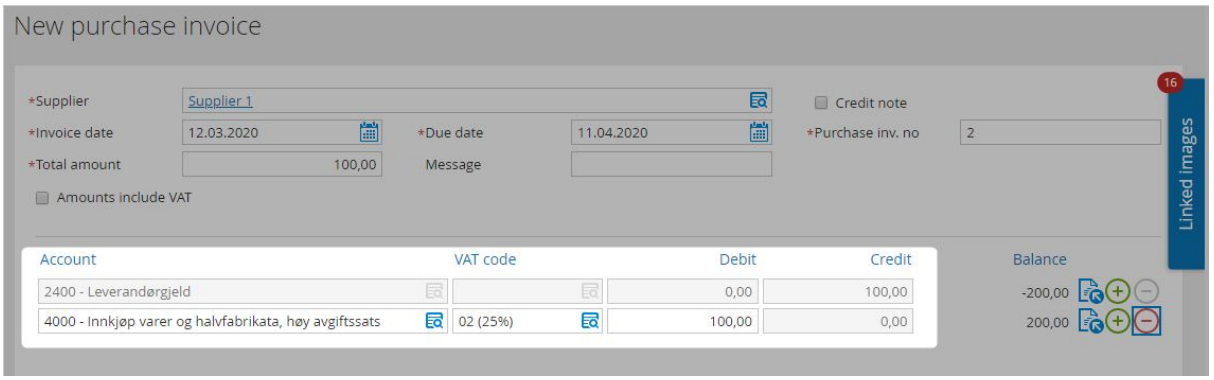
The purchase invoices are different from sales invoices in that you do NOT record articles/services but a (general ledger) account.



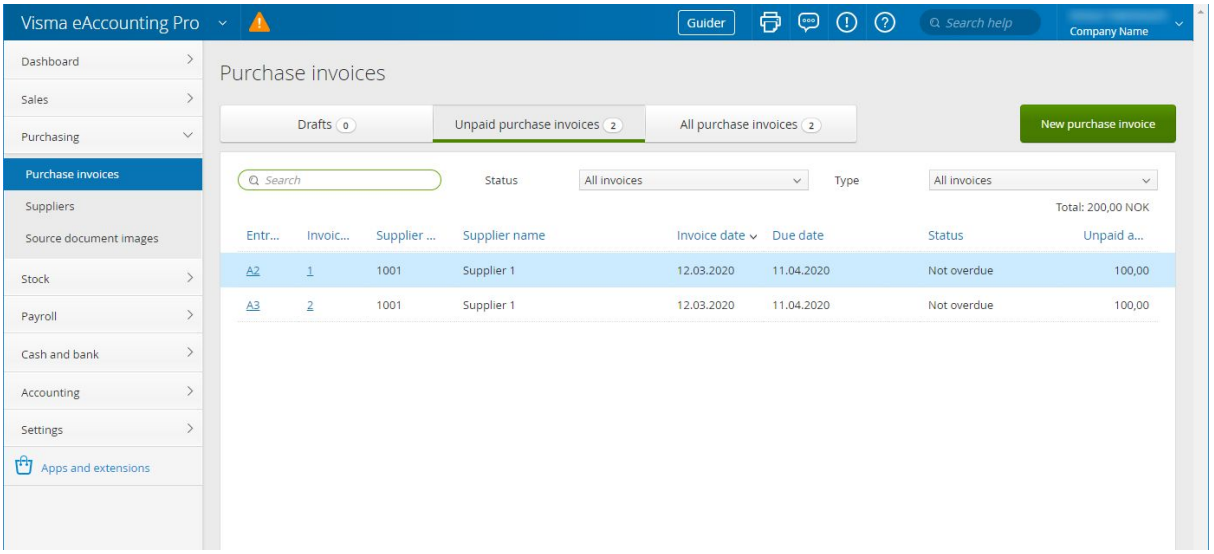
*you could change the way it looks like in the settings…



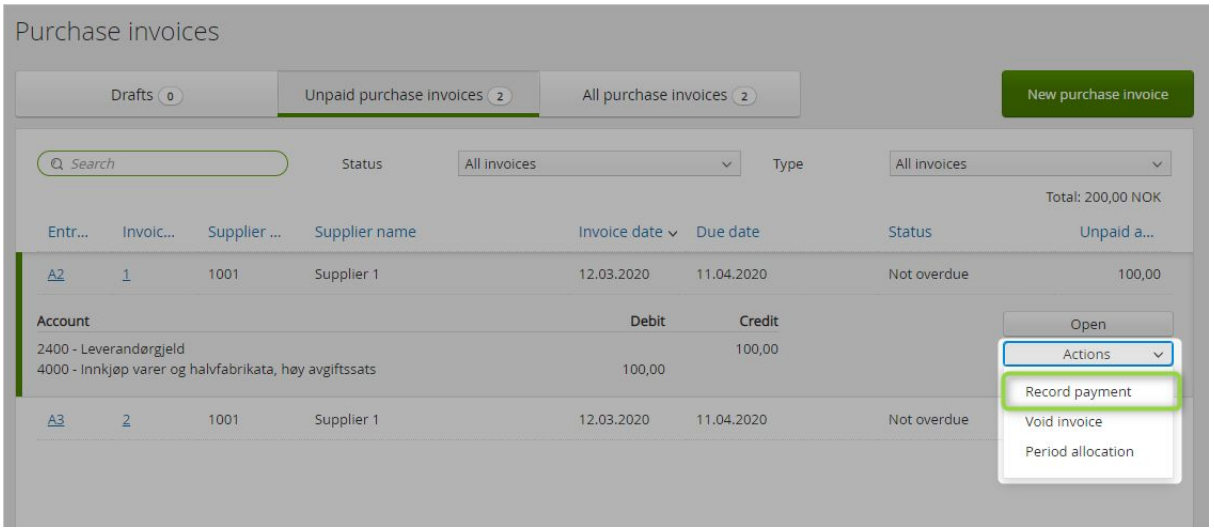
And the result:



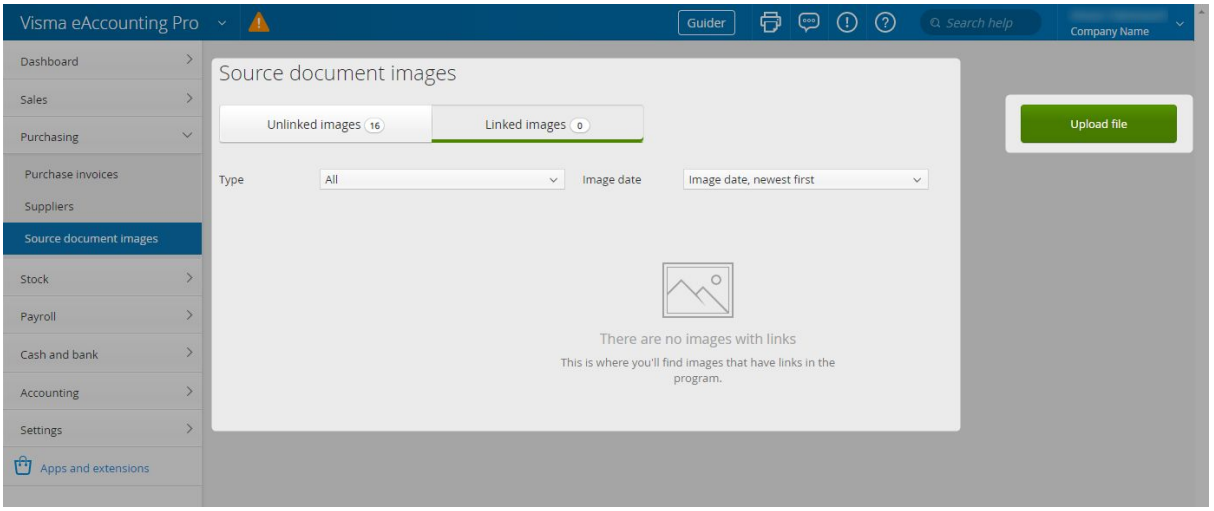
After saving the invoice it will show in the purchase invoices overview page:



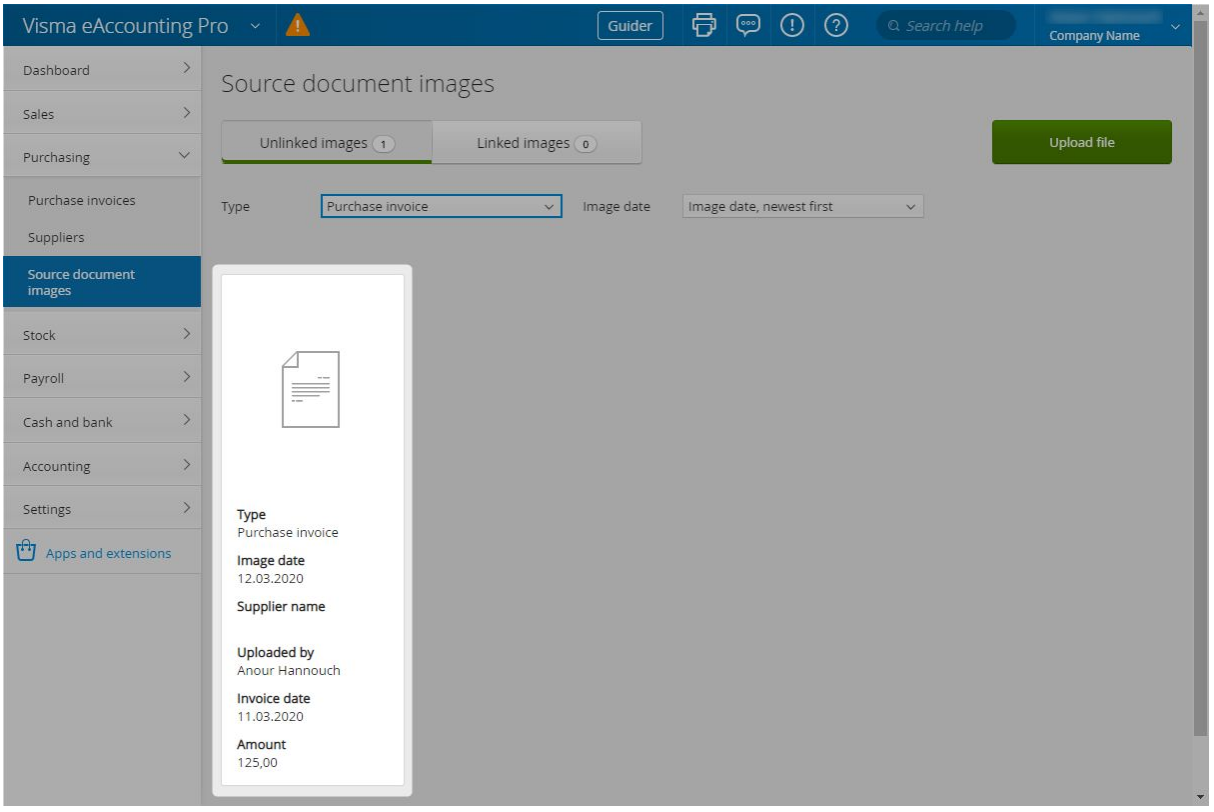
And as for sales invoices, it is possible to record a payment by pressing the invoice, action and then “Record payment”.



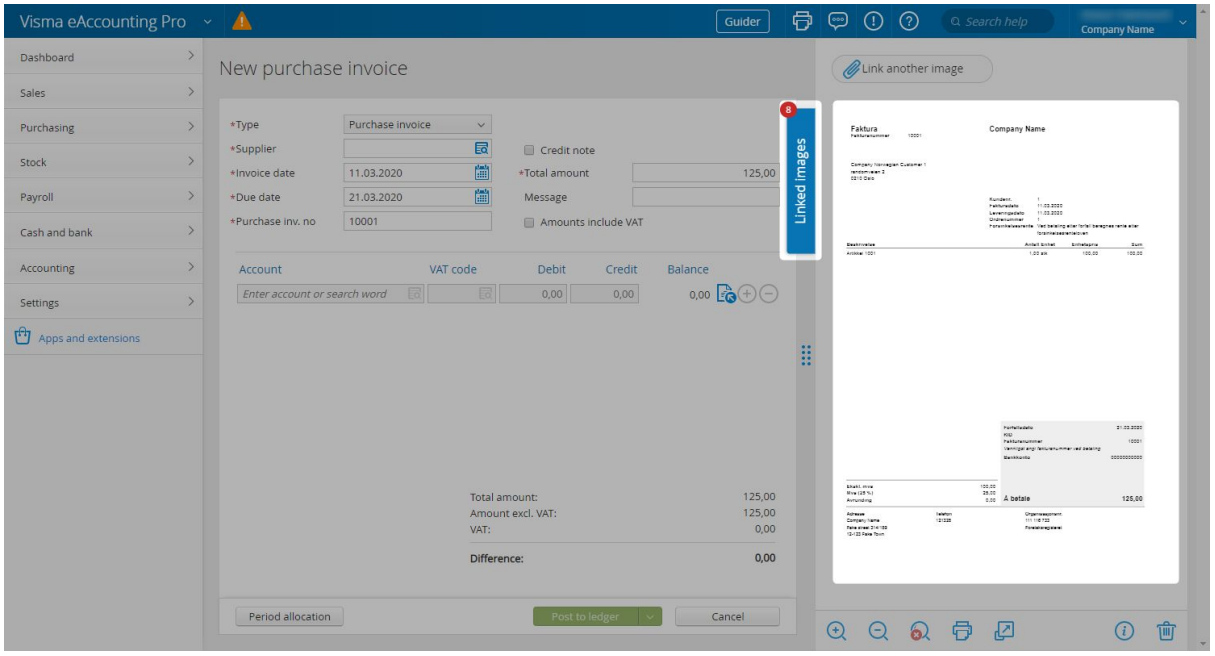
Very often eAccounting user want to upload receipts or other document related to a purchase they made, it is therefore possible to upload an attachment in the “Purchasing” module.



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.

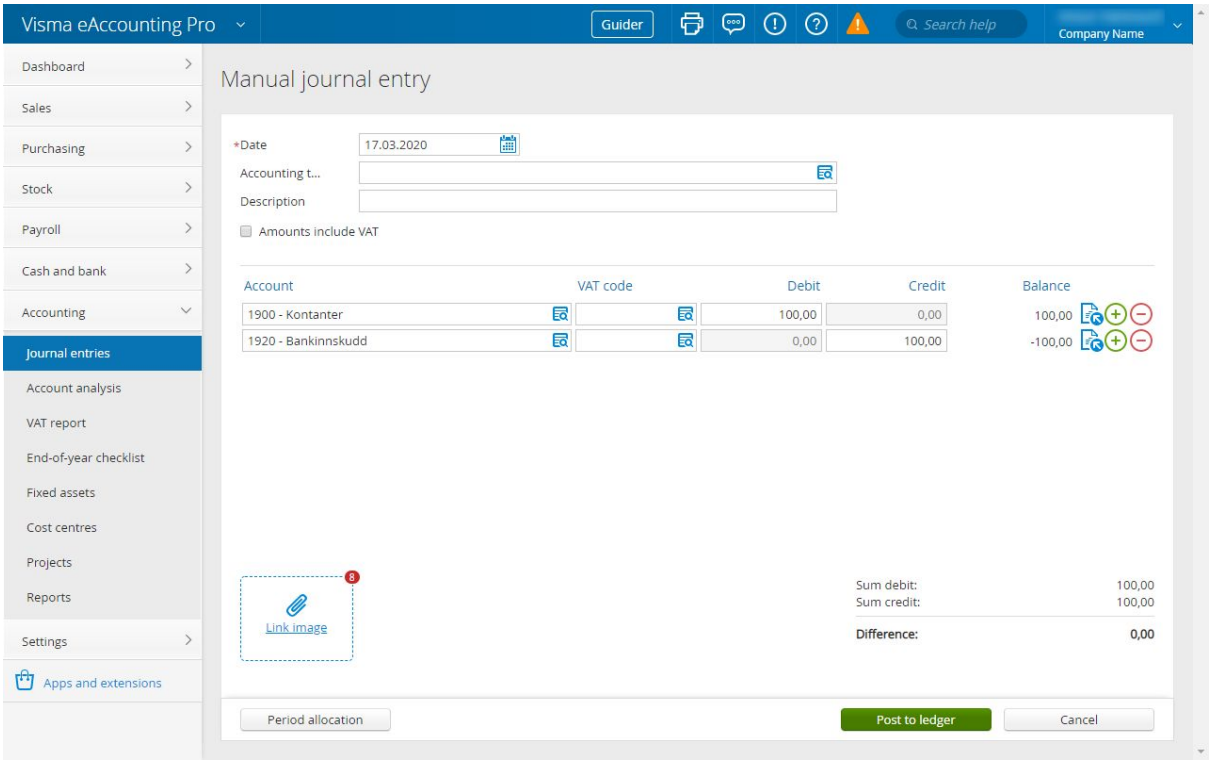
Accounting

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”

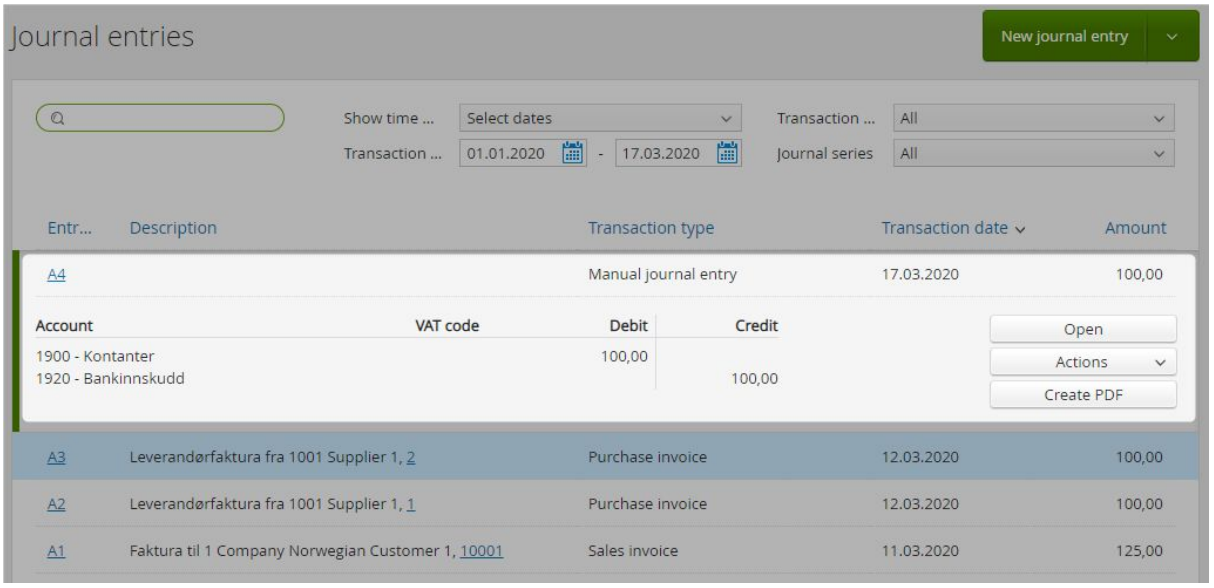
Journal entry

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:



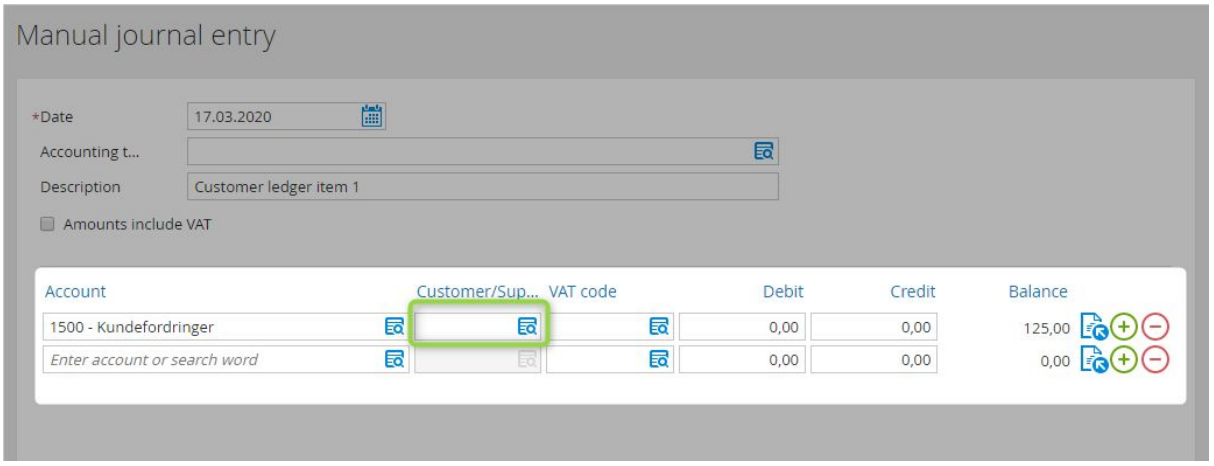
After posting it to the ledger you can find it on the ledger overview together with the other items e created earlier in this document:



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:



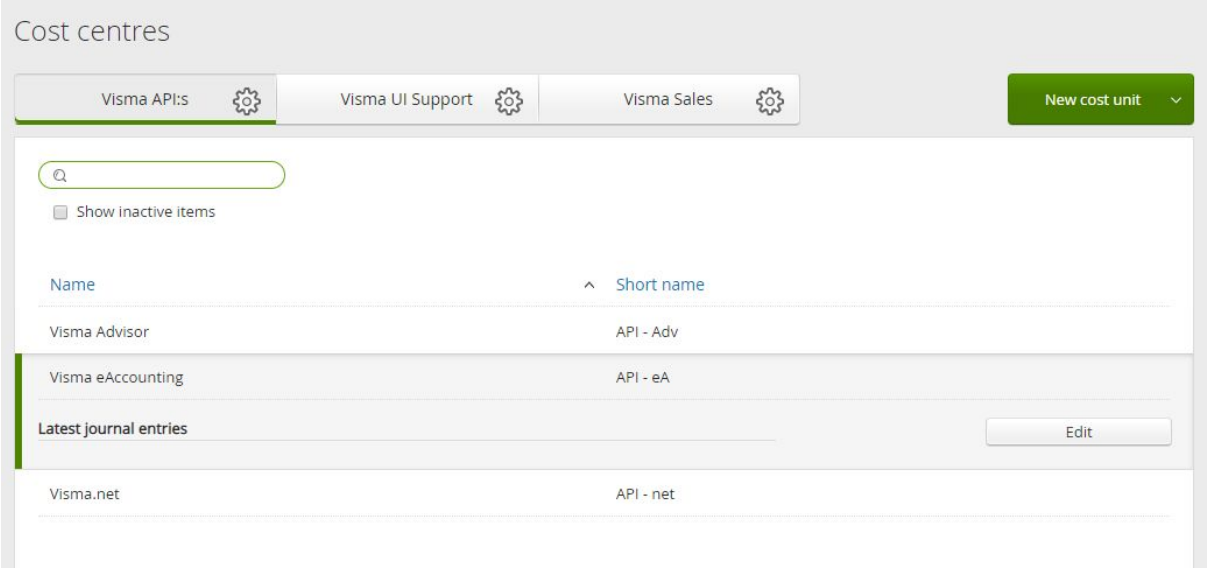
When you add a receivables account you are prompted an additional field with customer invoice or supplier invoice that you could connect to a specific account.
***NOTE!** This function is mainly used for importing items from a previously used system. There are no PDFs created for the invoice.
We recommend 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.

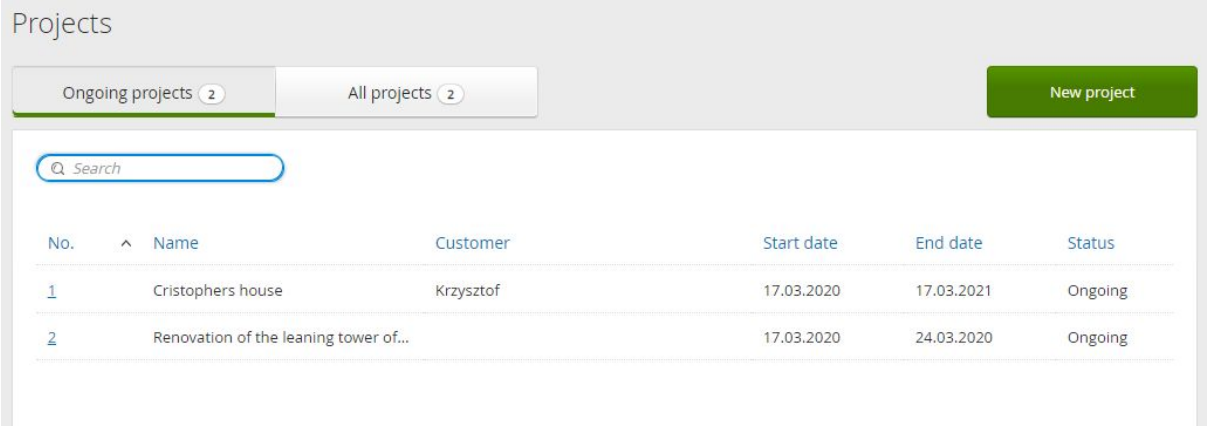
Examples of cost centers are departments, teams or other non-time specific entities that will use a bigger part of the budget.
eAccounting allows you to have up to three categories of cost centers with endless amounts of cost units under each one of these categories.

How it could look like:



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).

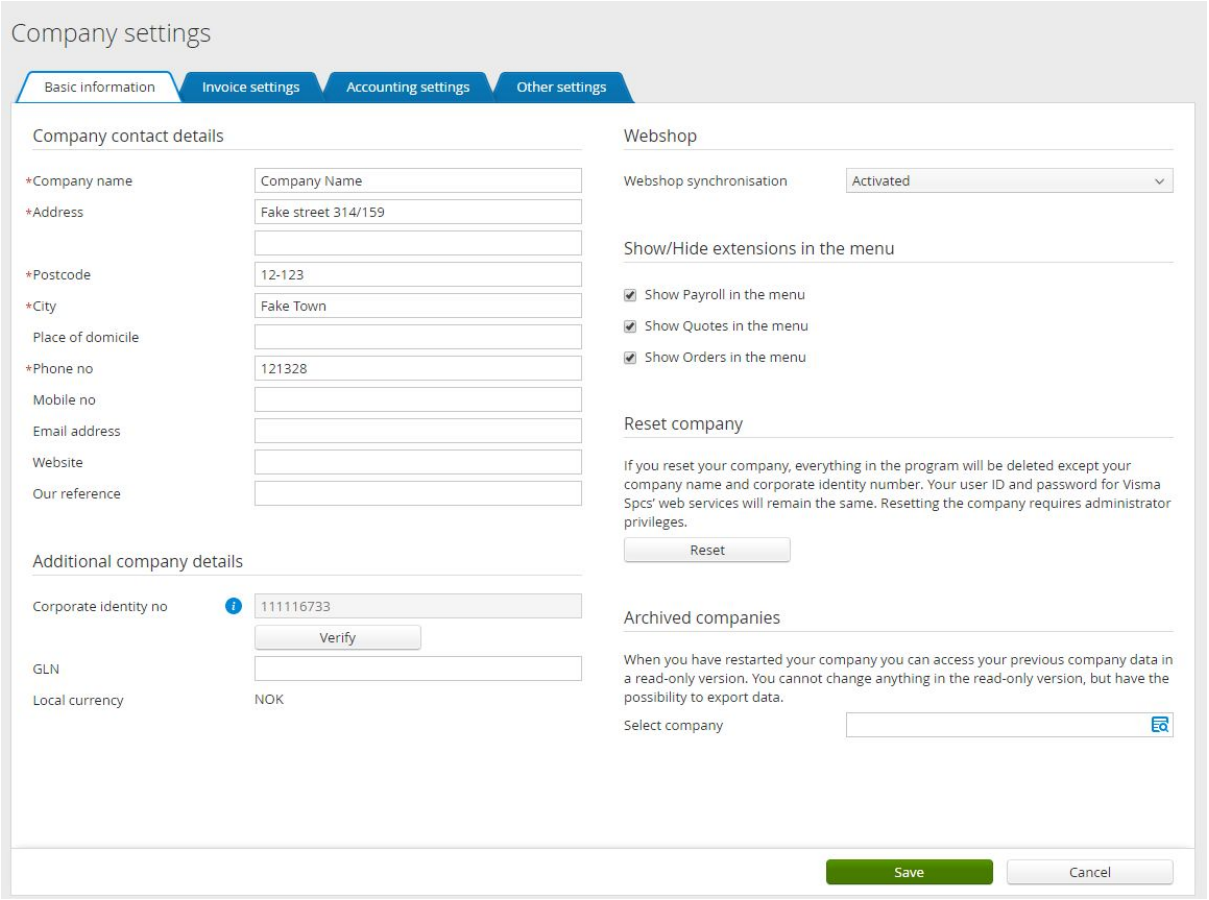
In the following example i am acting as a construction company...:



Settings

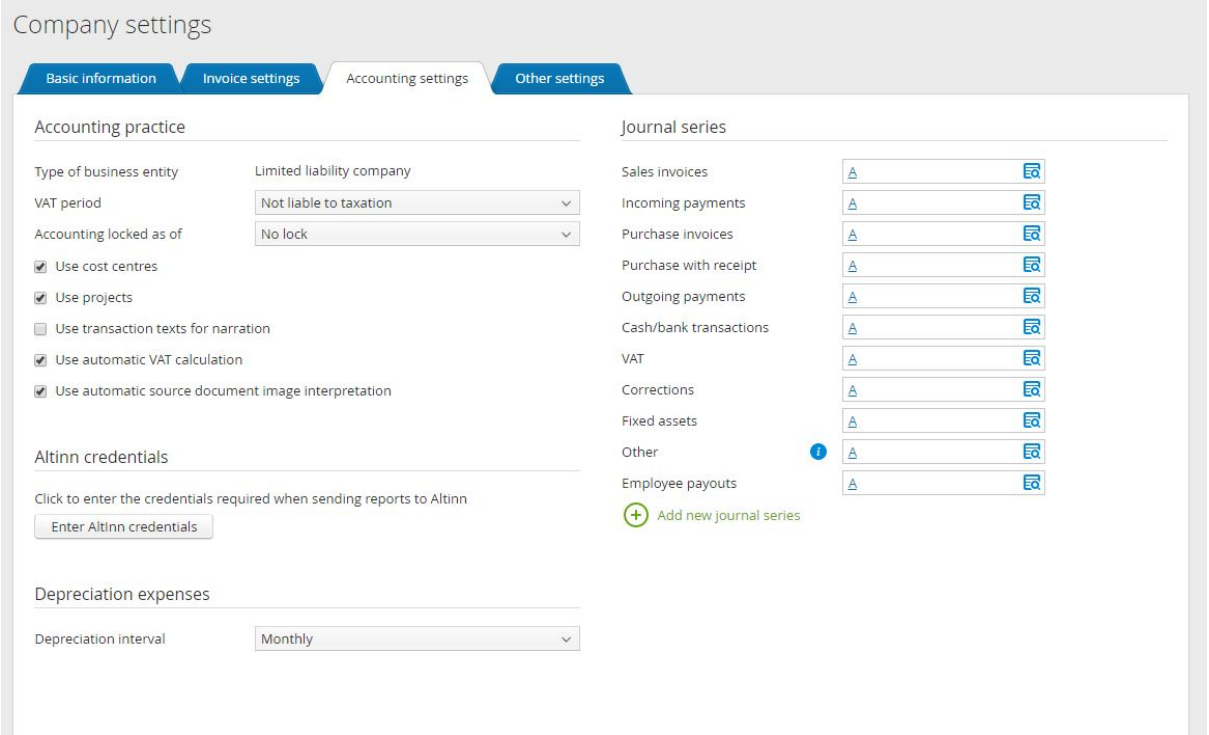
Company settings

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

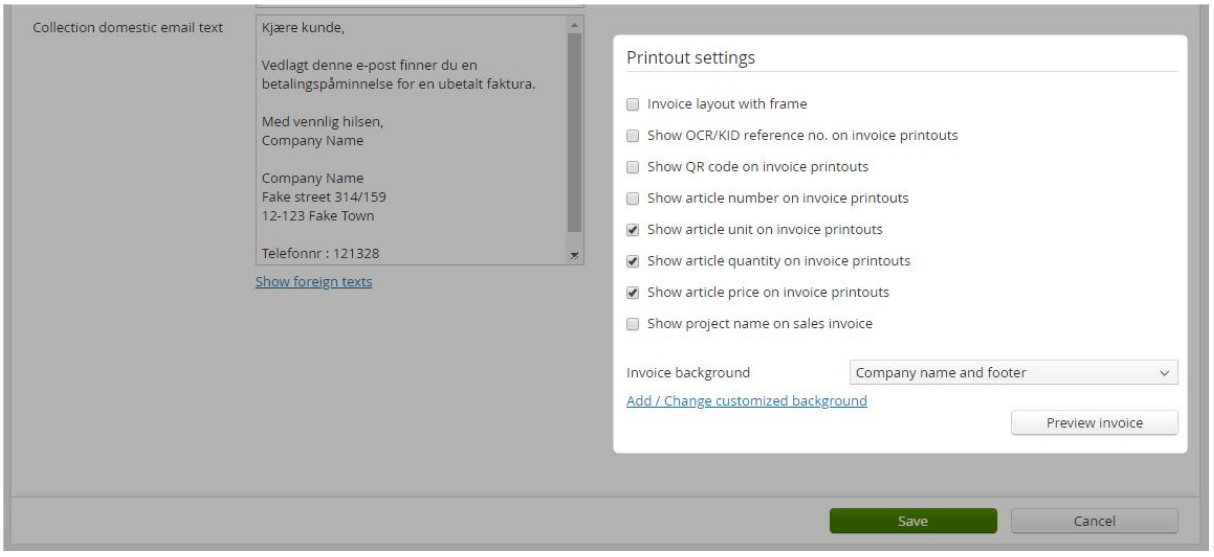


If you are testing eAccounting functionality and want to reset everything, you have the reset option in this tab.

“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.



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



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.

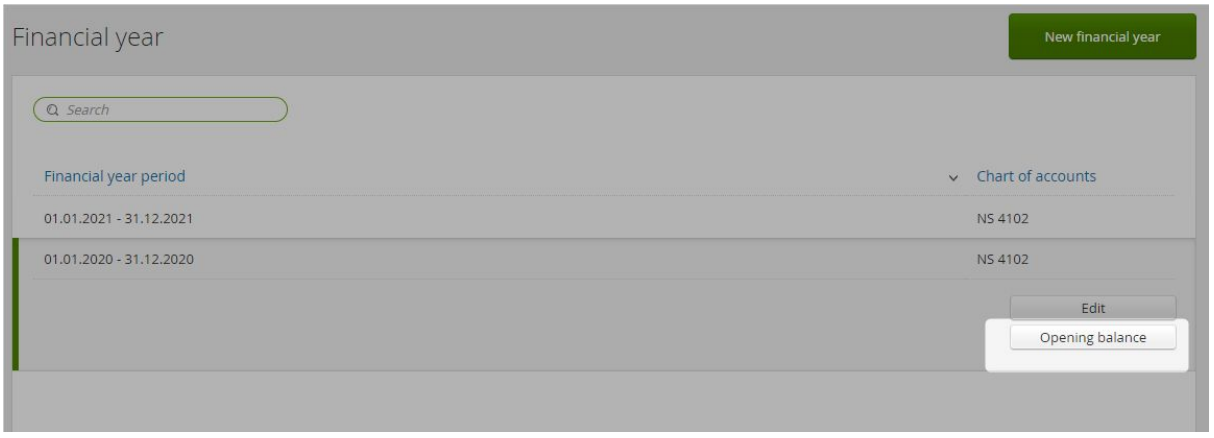
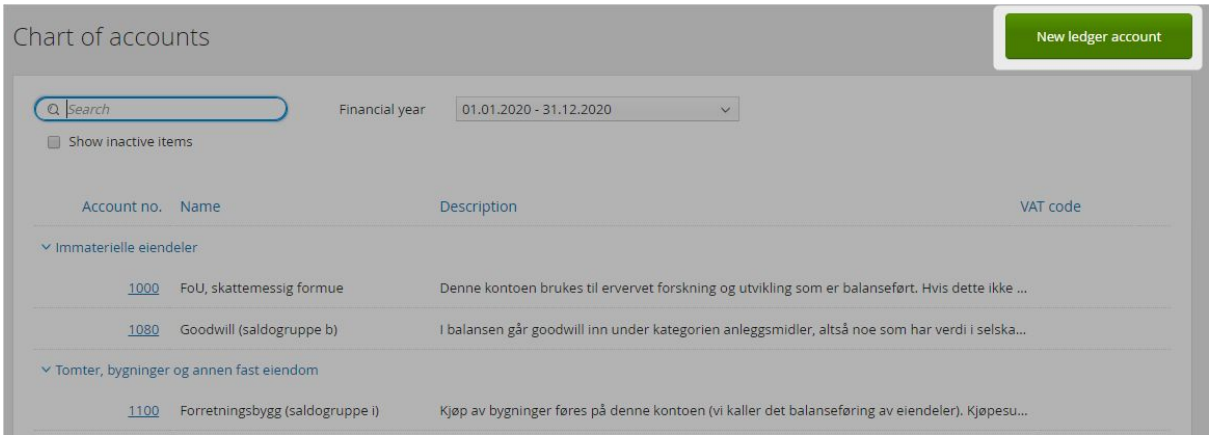


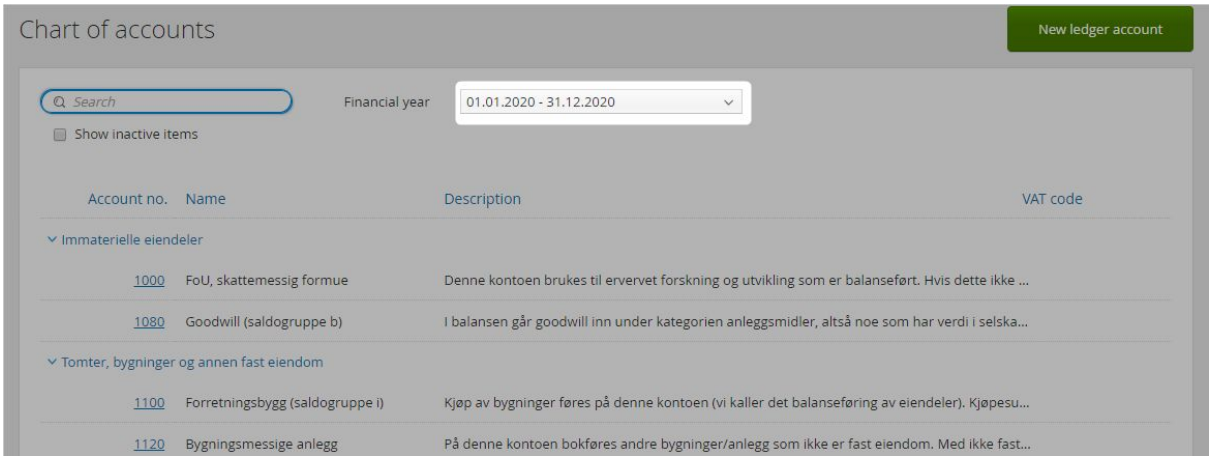
Chart of accounts

“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.