
trytond_account_invoice

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The *Account Invoice Module* adds the concept of invoicing to Tryton. It allows the creation of customer and supplier invoices, and can handle the payment terms related to the invoices and show when they have been paid.

Customer and supplier invoices can be found under the *Financial* → *Invoices* menu item.

1.1 Setting a party's invoice address

Tryton lets you mark which *Addresses*, and also *Contact Mechanisms*, should be used with *Invoices*.

Tip: If you don't set an invoice addresses or contact mechanisms, then the party's first address or contact mechanism is used.

1.2 Setting default accounts

1.2.1 Receivable and payable

You can set the default receivable and payable *Accounts* that are used for the invoice totals, for customers and suppliers respectively, in the *Account Configuration*.

A *Party* can override these default accounts and normally allows you to set which accounts you want to use with that party.

1.2.2 Revenue and Expense

The default revenue and expense accounts for the *Products* that appear on the invoice's lines are also set in the *Account Configuration*.

These default accounts are used unless the product overrides them. Normally this is done by setting the revenue and expense accounts in the product's *Account Category*.

1.2.3 Tax

The accounts that are used for any [Taxes](#) are set on the taxes themselves.

1.3 Creating payment terms

Any *Payment Term* that you want to use must be created before you can use them. You can do this at the point where you need to use them, or beforehand.

The payment term defines when payment for an *Invoice* is expected. Each part of a payment term allows you specify an amount and a date by adding months, weeks and days to the invoice date, and also setting a day of the month, month of the year, or day of the week that the payment is due. This calculation is done using `python-dateutil`'s `relativedeltas`.

One payment term that is sometimes used is “30 Days”, this means you expect payment 30 days after the date on the invoice. In Tryton you would set this up by creating a payment term like this:

```
Name: 30 Days
Line 1:
  Type: Remainder
  Number of Days: 30
```

You may want to request payment at the end of the month that the invoice was raised in, you can do this with:

```
Name: End Of Month
Line 1:
  Type: Remainder
  Day of Month: 31
```

You can also define payment terms in which the payment is expected in stages. For example, to require a fixed amount of 100 immediately, then 50% of what is left after 7 days and the remaining amount after 14 days you would use:

```
Name: Payment in Stages
Line 1:
  Type: Fixed
  Amount: 100
  Number of Days: 0
Line 2:
  Type: Percentage on Remainder
  Ratio: 50%
  Number of Days: 7
Line 3:
  Type: Remainder
  Number of Days: 14
```

Tip: For complex payment terms if you want to check what dates and amounts it will generate you can try it out using the *Test Payment Term* wizard.

1.4 Invoicing customers

If your *Company* has sold some things and you want to issue an invoice to the customer, then in Tryton you need to create a customer *Invoice*.

Tip: Tryton provides additional modules that can be used to automatically create customer invoices. These modules normally create draft invoices for you with almost all the data already filled in.

If you need to manually create a new customer *Invoice* you will need to enter in a few details such as the name of the *Party*, the *Currency* and the lines that make up the invoice. Most of the other fields are optional or have sensible default values.

Tip: If the invoice you want to create is almost the same as an existing invoice then you can use the *Duplicate* item from the form's menu to avoid creating it from scratch.

You should post the invoice before you issue it to your customer. Once the invoice has been posted the *Invoice report* can be printed out or saved, and sent to your customer.

Tip: The *Invoice report* generates a *Pro forma invoice* for invoices that are validated, but not yet posted.

Tip: The *Invoice report* is saved for posted customer invoices. This means that every time you print it you will get an identical copy of it.

1.5 Handling supplier invoices

Supplier *Invoices* are issued to your *Company* by a supplier for things that you purchase.

For each invoice that you receive you need a new supplier invoice in Tryton.

Tip: Tryton provides additional modules that automatically create, or help create, supplier invoices. If you are using these modules then the supplier invoices or invoice lines are often automatically created for you.

Tip: If the invoice you want to create is almost the same as an existing invoice then you can use the *Duplicate* item from the form's menu to avoid creating it from scratch.

Once you have created, or found, the supplier invoice on Tryton you should check that it matches the one provided by the supplier. If you see any differences due to the way the taxes have been calculated then these can be fixed once all the lines are entered. You can do this by manually changing the tax amounts on the supplier invoice on Tryton.

When you are happy the supplier invoice is correct, and it matches the one on Tryton you can post it.

1.6 Paying an invoice

Each *Invoice* tracks how much still needs to be paid. Once an invoice has been fully paid it automatically updates its state to indicate that it is now paid.

If you are manually registering payments against invoices, then you can use the invoice's *Pay* button to run the *Pay Invoice* wizard and register a cash payment against the invoice.

When doing this you will need to have already setup an appropriate *Invoice Payment Method*. This then makes it easy to use consistent *Journals* and *Accounts* when manually entering payments.

Note: Some of the other accounting modules allow you to automatically register payments against invoices. So, if you are using those modules you will not normally need to do this manually.

1.7 Correcting invoices

Invoices can only be changed when they are in a draft state.

Once an invoice has been posted you will need to *credit it*, and reissue it by creating a new invoice with the correct information on.

Tip: If you need to create a new invoice that is almost the same as an existing invoice you can use the *Duplicate* item from the form's menu to copy the existing invoice. The duplicate invoice will be created in a draft state, so you can change anything that was incorrect.

1.8 Cancelling invoices

Most *Invoices* can be cancelled up to the point they are paid. Once they are paid you need to credit them instead. You do this by *creating a credit note* for them.

Note: Legislation may not allow you to cancel a posted customer invoice. If this is the case, then you should instead create a credit note for it.

You can allow posted invoices to be credited by changing the setting in your *Company*.

Cancelling an invoice removes its effect on your accounts by either removing its *Account Move*, or negating it with a cancelling move.

1.9 Crediting customers and suppliers

In Tryton you credit customers and suppliers by creating *Credit Notes*. These are just *Invoices* with negative totals. You can create a credit note manually or create one based on an existing invoice.

To credit existing invoices you must first select the invoices that need to be credited. Next you run the *Credit* invoice wizard from the *Launch action* menu.

CONFIGURATION

The *Account Invoice Module* uses some settings from the `[account_invoice]` section of the `configuration file`.

2.1 `filestore`

This configuration value indicates whether the cached copy of the *Customer Invoice Reports* should be stored in the `trytond.filestore` (True) or the database (False).

The default value is: False

2.2 `store_prefix`

This is the prefix to use with the `trytond.filestore`. This value is only used when the `filestore` setting is in use.

The default value is: None

The *Account Invoice Module* adds some new concepts and extends some existing concepts.

3.1 Invoice

The main concept introduced by the *Account Invoice Module* is the *Invoice*. This contains details of a purchase, or sales, transaction between the *Company* and another *Party*.

Each invoice has a type that indicates whether it is an invoice from a supplier, or to a customer. Credit notes are represented by invoices with negative totals.

Additional information is also stored for each invoice, including things like a unique *Sequence* number, invoice, accounting and payment term dates, *Payment Terms*, *Tax Identifiers*, *Currency* information, the customer's or supplier's invoice *Address*, and other descriptions and reference numbers.

An invoice is made up from one, or more, invoice lines. Most lines normally contain information about the items that were bought or sold, including information about the *Products*, quantities, *Taxes* and prices that make up the transaction. There are also some types of line that add other information like titles, descriptions or subtotals.

The taxes that are included on an invoice are calculated from the tax amounts for each of the invoice's lines. These amounts are rounded at either the line or invoice level depending on the setting in the *Account Configuration*. Additional taxes can be manually added to the invoice when required. It is also possible to change calculated tax amounts, although these changes get overwritten if the invoice's tax amounts get recalculated. For supplier invoice it is possible to define per line the deductible rate of the taxes.

When an invoice is processed an *Account Move* is automatically created for it. This account move records the transaction represented by the invoice and places the total in the specified payable or receivable *Account*.

Note: For customer invoices the *Invoice Report* is generated and stored at the point when the invoice is posted.

See also:

Customer invoices and credit notes can be seen by opening the main menu item:

Financial → *Invoices* → *Customer Invoices*

Supplier invoices and credit note are available from the main menu item:

Financial → *Invoices* → *Supplier Invoices*

3.1.1 Wizards

Pay Invoice

The *Pay Invoice* wizard allows a cash payment for an invoice to be registered against the invoice. It uses the values from an *Invoice Payment Method* when creating the *Account Move*. The wizard supports partial payments, and can also be used to write-off some of the invoice amount.

Credit Invoice

The *Credit Invoice* wizard enables a credit note to be raised for the selected invoices.

For customer invoices that are posted, the wizard allows the invoice to be credited with a refund. When this is done the credit note is automatically posted and the invoice is cancelled.

3.1.2 Reports

Invoice

The *Invoice* report is used to output a hard copy of the invoice or credit note. It includes all the information that is needed in order to send the document to a customer or supplier.

3.2 Invoice Payment Method

The concept of an *Invoice Payment Method* brings together an *Account Journal*, a debit *Account* and a credit account. This is normally used during the *Pay Invoice* wizard.

See also:

Invoice payment methods can be found using the main menu item:

Financial → *Configuration* → *Journals* → *Invoice Payment Methods*

3.3 Fiscal Year Invoice Sequence

The *Fiscal Year Invoice Sequence* concept allows a set of Sequences to be defined for use with *Invoices*. It allows different sequences to be used for each of the different types of invoices and credit notes. It also allows the use of different sequences for each accounting *Period*.

See also:

The fiscal year sequences are defined in the *Fiscal Year*.

3.4 Payment Term

The *Payment Term* stores the method that is used to calculate an *Invoice's* payment due dates.

An invoice may be due for payment in full on a particular day, or may become due for payment over time in parts.

To allow for this each payment term is made up of one or more lines. Each line defines an amount that should be paid, and when that payment is expected. The amounts can be defined as either fixed amounts, percentages, or a remainder.

See also:

Payment terms are create and managed from the main menu item:

Financial → Configuration → Payment Terms → Payment Terms

3.4.1 Wizards

Test Payment Term

The *Test Payment Term* wizard shows how a specific invoice amount is broken down for a particular *Payment Term*. It allows a date and an amount to be entered and then calculates the due dates and amounts for each payment that will be required for that payment term.

See also:

Payment terms can be tested out by opening the main menu item:

Financial → Configuration → Payment Terms → Test Payment Term