



**akuiteo**  
BUSINESS SOFTWARE

User Guide

# PURCHASE

Version 4.6

Revision number: 2

Published in: February 2022

Written by: Documentation team

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# 1 Preface

## 1.1 REVISIONS

<b>Revision 2</b>	Published in February 2022 <ul style="list-style-type: none"><li>• Sirene API taken into account when creating suppliers (see <a href="#">Planning a purchase or requesting a quote (p. 10)</a>).</li></ul>
<b>Revision 1</b>	Published in December 2021

## 1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

To share your feedback or contact the help desk, feel free to visit our website page:

<https://www.akuiteo.fr/akuiteo.clients/>

## 2 Following the purchases process in Akuiteo

In Akuiteo's Purchases module, purchases starts with a quote, then a purchase order is issued before the invoice payment. Information on the project is used to manage purchases within a global project. The purchase process and actions to perform in Akuiteo are schematized as follows:

Your Objective	Actions in Akuiteo
Planning a Purchase / Requesting a quote	<ul style="list-style-type: none"><li>• Create a supplier/prospect record sheet</li><li>• Create a quote</li></ul>
Setting up a project	<ul style="list-style-type: none"><li>• Attach the quote to an internal or external project</li><li>• Validate the quote</li><li>• Send the quote by e-mail</li></ul>
Receiving and modifying the quote	<ul style="list-style-type: none"><li>• Change quote into Archived quote if closed</li><li>• Change quote into revised quote if negotiation</li><li>• Modify the order if needed</li></ul>
Accepting the quote	
Sending the order to the supplier	<ul style="list-style-type: none"><li>• Turn the accepted quote into a not validated order</li><li>• Enrich the order, split order lines</li><li>• Turn the prospect into a supplier</li></ul>
Fixing the order	<ul style="list-style-type: none"><li>• Validate the order</li><li>• Do not modify the order</li></ul>
Receiving the supplier order	<ul style="list-style-type: none"><li>• Create a partial or total reception note of the order</li><li>• Accept the reception</li></ul>
Billing the reception	<ul style="list-style-type: none"><li>• Receive the supplier invoice (paper format)</li><li>• Turn the reception into a supplier invoice</li></ul>
Counting the invoice	<ul style="list-style-type: none"><li>• Validate the supplier invoice</li><li>• Generate accounting entries</li></ul>
Paying the invoice	<ul style="list-style-type: none"><li>• Use payment authorizations</li><li>• Create a supplier disbursement</li><li>• Generate payment document</li></ul>

# 3 Prerequisites

To be able to use Akuiteo's Purchases menu, you need to:

- create an external or internal project to manage cost charging,
- create products to be purchased, also known as "purchased products",
- set up a purchase journal to manage objects numbering,
- check the status codes linked to the project and phases that enable management objects in the Purchases module.

## 3.1 CREATING A PROJECT

For more information about the creation of a project, refer the *Project User Guide*.


## 3.2 CREATING A PURCHASED PRODUCT

A purchased product can be a purchased service (training, support, etc) or a purchased hardware.

### Note

Purchased products are usually created during data retrieval. However, you may sometimes need to create new ones.

Entering general information about the purchased product

- 1 Go to **Management > Purchases > Purchased items** > . The **General** tab is displayed.
- 2 Under the **Main** section, drag and drop the product's logo on **Logo** and fill in the following fields:
  - Entity: the company's entity.
  - Grouping: the code that enables you to group together purchased products in order to quickly enter them.
  - Reference.
  - Product's identification.
  - Product's family and sub-family.
  - Income progression-based cost recognition: indicates if the purchased product is part of the revenue.
- 3 Add a comment about the product.
- 4 Under the **FA account** section, fill in the following fields:
  - Cost: the accounts linked to objects associated with suppliers in France, within or outside the EU.
  - Group: the account linked to purchases associated with suppliers from a subsidiary in France, within or outside the EU.
  - Subscription: the accounts linked to purchases within and outside France.


- Internal: the account linked to internal purchases within and outside France.
- To be established: the account used to create an "invoice to be established".
- Tax code: the code displayed by default on an object line in the Purchases module.

#### Note

If the **FF\_RETENUE\_GAR** management rule is activated, the **Holdback** option is also displayed. When this option is checked, the purchased product is considered as a **Holdback**; all invoice lines linked to this product will be therefore marked as **Holdback**.

- 5 Fill in all article-related fields:
  - Article code: the supplier's catalog code
  - Catalog ref.: the catalog's reference code
  - The product's last purchase price The products' last purchase price (displayed on the invoices) is saved if the relevant setup is enabled.
- 6 Under the IT equipment section, fill in the following fields:
  - Product type: enables you to indicate if the product was serialized. This information is displayed with the inventory management.
  - Classification: allows you to classify a stocked product into a 'type of problem'. This information is displayed with the inventory management.
  - Brand: the product's brand.
- 7 Under the **Inventory and Packaging** section, fill in the following fields:
  - Type: the type of product. Enables you to know if a product can be supplied in series. This information is displayed with the inventory management.
  - Replenishment time: the replenishment time in days.
  - Unit: the packaging's quantity.
  - Threshold: the minimum inventory. The threshold from which replenishment must be done.
- 8 Under **Revision**, fill in the following fields:
  - **Index**: the help list for set up indexes.
  - **Periodicity**: determines the default periodicity for all the order's lines associated with the purchased product.
- 9 Save.

### Adding the purchased product's price

- 1 Click on the **Supplier reference** tab, then on , on the right side of the screen.
- 2 Enter a code, a label and a key.
- 3 Enter the purchased products' quantity interval for the specific price in the fields related to the **Quantity** and the **Price** and save.

### Modifying a purchased product

- 1 From the purchased product record sheet, click on **Edit**.



## 2 Select the type of modification to make:


- **Duplicate** the purchased product.
- **Print the purchased product**
- **Send by email.**
- **Modify grouping and reference:** it is not possible to modify the product's reference in standard modification mode. This option therefore allows you to modify the product's grouping code as well as its reference.
- **Modify the family / sub-family:** it is not possible to modify a product's family or sub-family in standard modification mode. This option therefore allows you to modify the product's family and sub-family code.
- **Delete** the record sheet.
- **Create Sold Product:** you must use this option if you plan on reselling your newly-purchased product. This option creates a new "sold item" record sheet in Akuiteo's Sales module. The product's families and sub-families must be the same.
- **Ordr / Rec / Bill Qties:** enables the user to search for all the orders, receptions and invoices associated with the purchased product over the indicated period.
- **Expected from Supplier:** enables you to search for all non-validated receptions that are still pending as well as validated orders that are yet to be received. From this result table, you can group together — in the same invoice — multiple receptions linked to a supplier. You can use the associated feature called "Group receptions in an invoice".
- To display the detailed history, go to **Edit > Detailed history**.

# 4 Receiving and modifying the quote

Akuiteo enables you to create quote requests in order to gather suggestions from the various suppliers so you can get the best prices.


## 4.1 PLANNING A PURCHASE OR REQUESTING A QUOTE

Prior to the purchase of hardware or services, you must create a supplier prospect.

To create a supplier / supplier prospect, go to **People > Suppliers** >  > New supplier or New supplier prospect.

### 4.1.1 Entering general information and contact details

- 1 Under the **General** tab, enter the supplier or the supplier prospect's call name and the contact details.
- 2 Add the supplier or the supplier prospect's company logo by dragging and dropping it on **Logo**.
- 3 Enter the **SIRET / SIREN #** to identify homonyms.

If the SIRENE API is configured, click on  at the left of the field to identify the SIRET or SIREN number and therefore automatically fill in the following fields: the call name, the APE code, the full address (SIRET only), the legal form and the SIREN number (only if the SIRET number was already indicated).

#### Reference

For more information about how to set up the SIRENE API, refer to the *Setup Guide - Administration Console*.

- 4 Under the **Contact details** section, enter the name of the country.
- 5 In the **Miscellaneous** section, enter the information about the employees in charge of the supplier / supplier prospect, such as:
  - The company and the entity's code or the name of the internal employees in charge of the supplier or supplier prospect.
  - The manager in charge of the supplier, in the **Managed by** field. The help list displays the names of employees:
    - with the Akuiteo **Purchase: Buyer** position;
    - working for the selected company;
    - marked as **Multi-company manager**

This manager can be set to approve purchase invoices.

- The open and closure dates of the supplier or supplier prospect's account.

## 4.1.2 Entering financial information

- 1** In the **Finances** tab, enter the accounting parameters such as the account numbers for:
  - a subledger account;
  - a reconciliation account: a third-party account that groups all the subledger and suppliers accounts.
- 2** Check the following boxes:
  - **Group:** if a supplier or a supplier prospect belongs to the same group than the user's company.
  - **Foreign:** if the supplier or the prospect's company is located in a foreign country.
  - **Employee:** if the supplier or the supplier prospect is also an employee.
  - **Fr competitor:** if the supplier or the supplier prospect is a competitor.
  - **Not booked:** if the supplier or the supplier prospect is not booked.
  - **Capital asset:** if the supplier or the supplier prospect is included in the fixed asset.
  - **DAS2:** if a supplier and associated general accounts must be marked as DAS2.
  - **Payment authorization:** this indicator is only active when the FOU\_BAP management rule is activated; it can be set up when saving purchase invoices.
  - **External / Internal / Virtual:** to indicate the company's type.
- 3** Fill in VAT information:
  - **Exempt:** to be checked if the supplier or the supplier prospect is exempted from the VAT.
  - **Receipts VAT regime.**
- 4** Enter the **No. Days** in the **Holdback** section. This number of days enables you to calculate the due date for holdbacks associated with the supplier. If there is no value, the information will be searched for in the company's record sheet.
- 5** In the **Exemption from shipping costs** section, check **Applicable shipping costs** to manage information related to the exemption from shipping costs:
  - **Exemption threshold:** if this field has a value greater than 0, then the exemption from shipping costs will only apply if the order's total amount equals or exceeds the indicated value.
  - **Close to exemption alert threshold:** enables you to enter the order's amount that generates a message informing users that they can be exempted from shipping costs if they add a certain sum.
  - **Shipping costs linked to reception site:** reminds the user generating an order that shipping costs must be managed depending on the reception site.

The type of purchased products must also be set up by selecting **Applicable shipping costs**. **Shipping costs**-type products can therefore be linked to suppliers through purchase references in order to set a default shipping price per supplier.

### 4.1.3 Entering marketing information

- 1 Under the **Marketing** tab, enter the following statistical information:
  - The supplier or the supplier prospect's family and sub-family.
  - Profession: The supplier or supplier prospect's profession.
  - Grouping 1, 2 and 3: the grouping codes.
  - Keywords: the keywords used when searching for a supplier or a supplier prospect.
- 2 Enter the legal information and the relevant additional information.
- 3 Save your supplier or supplier prospect's record sheet.
- 4 Once all these actions have been performed, you must validate them to save the record sheet.

You will now be able to quickly retrieve management objects linked to this saved record sheet.

#### Note

If you want to associate multiple bank details with the same supplier, you can create multiple billing sites with the said bank details. As such, you do not need to create multiple suppliers.

## 4.2 CREATING A QUOTE

You can create several types of quotes:


- a standard quote;
- an internal quote: if you offer internal services, you may have to standardize the transaction via an internal quote that must be issued for an internal customer. Each quote line will be built from a purchased product associated with a class 9 account;
- a Group quote: you must use this option when requesting a quote for an external company that belongs to the same group (of companies) as your company. Each quote line will be built from a purchased product linked to the group.

The creation process stays the same.

#### Note

It is possible to issue a quote directly from a customer quotation (which you can create from the Sales module) based on quotation charges. To do so, you must link a sold item to a purchased item. See the Sales Module Guide.

### 4.2.1 Entering general information


- 1 Go to **Management > Purchases > Quotes** > 
- 2 Under the **Header** tab, enter the following information:

- Quote number. It is automatically generated when it is not entered by the user.
- Journal: the purchase journal linked to the quote. If the connected user is linked to a default purchase journal, then this field is automatically filled in and cannot be modified.
- Label: quote name.
- Quote's creation date.
- Expected signature : the expected signature date.
- Purchaser and requester contact details.
- Entity: the associated entity.
- Currency and Currency rate.
- Supplier reference: the supplier's quote code.
- Potential support issue.
- Billing schedule linked to the quote.
- The quote's purchase order.

**3** Enter the supplier's contact details.

**4** Enter the **project's** information:

- Multi-project: checked if the quote is linked to several projects, phases or sub-phases.
- Single-project and multi-phase: allows you to charge the total quote to a project's phase.
- Contract: the default contract date if it is indicated in the header. Matches the date when the company begins to provide the service described in the line.
- Expected: the expected reception date or end date of the service.
- Storage unit: the name of the storage unit for the reception.
- Project: the project, phase and sub-phase codes.

**5** Enter a comment about the quote in the **Text on order** section. Please note that it is possible for you to automatically insert a previously set up text by clicking on .

## 4.2.2 Managing quote lines

### Adding a quote line

**1** Click on the **Lines** tab, then on .

**2** Fill in the fields in the lower part of the screen:

- Grouping, reference and label of the purchased product.
- Planned purchased quantity.
- Unit price of the purchased product. The purchase price associated with the selected product is automatically suggested by Akuiteo.
- Discount %: the discount amount in percentage.
- Project: the project's code linked to the offer line. This information can only be entered if the quote is multi-project / phase / sub-phase (Multi = YES).
- Phase and sub-phase: the project (phase) or phase (sub-phase) subdivision to which the offer line is linked. This information can only be entered if the quote is multi-project / phase / sub-phase (Multi = YES).
- Contract: the date when the quote was signed.

- The expected dates matching the updated service delivery date described in the line.
- Total EUR subtotal: the total amount in euros.

The **Recipients** tab displays. It allows you to see the list of recipients and their contact details that you would have previously configured in the contact's record sheet. You can add recipients to this list and detail if the contact is the direct email recipient or if you want to copy the contact on the email.

## Duplicating a quote line

- 1 Modify the quote's record sheet of your choice.

### Note

The quote must not be validated.

- 2 From the **Lines** tab, select one or several quote lines, right-click on your selection, then click on **Duplicate the selected lines**.
- 3 Select the type of duplication in the window that displays:

Type	Description
<b>Simple duplication</b>	<p>Select <b>Simple duplication</b> to duplicate the selected line(s) a given number of times.</p> <p>To do so, enter the number of duplications in the relevant field.</p> <div> <p><b>Example</b></p> <p>If you duplicate two lines 3 times, 6 new lines are created:</p> <ul style="list-style-type: none"> <li>• 3 lines identical to the first duplicated line,</li> <li>• 3 lines identical to the second duplicated line.</li> </ul> </div>
<b>Repetition by period</b>	<p>Select <b>Repeat by period</b>, if you want the duplicated line(s) to be repeated in a specific period (year, quarter, month, week or day) and a given number of times.</p> <p>To do so, from the drop-down list, enter the number of repetitions in the relevant field and select the type of period.</p> <div> <p><b>Example</b></p> <p>You duplicate a line which period is 08/31/2020. When duplicating, you indicate <i>2 times</i> per Year. 2 new lines are added:</p> <ul style="list-style-type: none"> <li>• one line with 08/31/2021 as the period,</li> <li>• and the second line with 08/31/2022 as the period.</li> </ul> </div>

- 4 Click on **Validate**.
- ↳ The selected line(s) are duplicated in the quote.

## 4.3 SIGNING A QUOTE

If you want a management object to be approved before validation, you can use the approval requests feature.

For more information, refer to the Dashboard User Guide.

## 4.4 VALIDATING AND PRINTING A QUOTE

It is important to validate a quote. A validated quote cannot be modified nor deleted.

You can either validate the quote or validate and print it at the same time.

To validate a quote, open the quote and click on **Edit > Validate without printing**. The current date is automatically entered as the validation date.

To validate and print the quote:

- 1 From your quote, go to **Edit > Validate and print**. The quote switches from 'Draft' to 'Validated' and the printing screen opens.
- 2 Select the printing format of Akuiteo's quote and validate.

## 4.5 REVIEWING AND ARCHIVING A QUOTE

### Reviewing the quote request

When a quote must be modified, it must first be reviewed.

- 1 From the validated quote, go to **Edit > Review quote**. The reviewed quote is classified.
- 2 Enter a new quote's number in the review screen. A copy of this 'draft' quote is created and hyperlinked to the original quote.

### Archiving the quote

When a purchase does not go through, the quote's budget must be removed from the portfolio analysis. However, once a quote is validated, it cannot be deleted; you must therefore classify it as 'Archived'.

- 1 From the validated quote, go to **Edit > Archive quote**.
- 2 Confirm. The quote is now archived.

## 4.6 MODIFYING A QUOTE

**Note:** validated and signed quotes cannot be modified nor deleted. To be updated, a validated quote must first be reviewed.

- To modify a quote, go to **Edit > Modify quote**.
- To delete a quote, go to **Edit > Delete**.

### **Updating the quote's header**

A validated quote cannot be modified, except if it was previously reviewed. However, the following non-financial sections can still be updated:

- the contractual or delivery dates;
- the billing table's number.

- 1** From the quote, go to **Edit > Update the quote header**.
- 2** Modify the data in the yellow fields and save.



# 5 Placing an order with a supplier

Your quote request has been accepted. You can now convert it to a purchase order.

The orders can be issued:

- either automatically from a quote: convert a quote request to an order;
- or manually and directly in the Orders module.

## 5.1 CREATING AN ORDER FROM A QUOTE

The quickest option is to create an order from your quote. It allows you to retrieve the quote's information without having to type it again.

**Prerequisites:** the quote must be validated.

- 1 From your quote, go to **Edit > Convert to order**.
- 2 In the successive dialog boxes, enter the automatic actions to perform:
  - Accept the conversion, if the supplier indicated in the quote is the recipient of the order.
  - If you wish to keep this quote, convert it to a **signed quote**.

The order is created and opens in a new tab.

## 5.2 CREATING A PURCHASE ORDER

You can create several types of orders:

- a standard order;
- an internal order: if you offer internal services, you may have to standardize the transaction via an internal order that must be issued for an internal customer. Each order line will be built from a product associated with a class 9 account;
- a Group sales order: you must use this option when placing an order for an external company that belongs to the same group (of companies) as your company. Each order line will be built from a purchased product linked to the group.
- From a sales order via **Edit > New supplier orders**.


The creation process stays the same.

### Note

You can create a new order from an existing order by duplicating it via the **Edit > Duplicate Order** menu.


If a sold product is linked to a purchased product associated with a supplier, you can create a purchase order from the sales order by entering the last purchase price (if it is indicated on the purchased product).

## 5.2.1 Entering general information

- 1 Go to **Management > Purchases > Purchase orders** > .
- 2 Under the **Header** tab, enter the following information:
  - Order number: It is automatically generated when the user does not enter one.
  - Journal: the purchase journal linked to the order. If the connected user is linked to a default purchase journal, then this field is automatically filled in and cannot be modified.
  - Label: order name.
  - Quote's creation date.
  - Expected signature : the expected signature date.
  - Purchaser and requester contact details.
  - Entity: the associated entity.
  - Currency and Currency rate.
  - Supplier reference: the supplier order's code.
  - Potential support issue.
  - Billing schedule linked to the order.
  - The purchase order linked to the current one.
- 3 Enter the supplier's contact details.
- 4 Enter the project's information:
  - Multi-project: checked if the order is linked to several projects, phases or sub-phases.
  - Single-project and multi-phase: allows you to charge the total order to a project's phase.
  - Contract: the default contract date if it is indicated in the header. Matches the date when the company begins to provide the service described in the line.
  - Expected: the expected reception date or end date of the service.
  - Storage unit: the name of the storage unit where the order will be received.
  - Project: the project, phase and sub-phase codes.
- 5 Enter a comment about the order in the **Text on order** section.

## 5.2.2 Managing order lines

### Adding an order line

- 1 Click on the **Lines** tab, then on .
- 2 Fill in the fields located in the lower side of the screen:


Field	Description
Grouping	The service groupings to be included in the order.
Reference	The product references.
Quantity	The quantity of sold products and unit storage.

Field	Description
Unit price	The purchased product's unit price. The purchase price associated with the selected product is automatically suggested.
Discount	The discount amount in percentage.
Subtotal	The subtotal in euros.
Account	The account number
Project	The project's code linked to the offer line. This information can only be entered if the quotation is multi-project / phases / sub-phases (Multi = YES).
Phase / Sub-phase	The Project (phase) and phase (sub-phase) subdivision to which the offer line is linked. This information can only be entered if the quotation is multi-project / phases / sub-phases (Multi = YES).
Contract	The contract's start date
Forecast	The expected reception date for services linked to the line.
Period from ... to ...	The order's start and end dates.
Resource	The employee linked to the order

- 3** If the price on the order line has to be revised, then fill in the following fields in the **Revision** section:

Field	Description
<b>Index</b>	<p>Select the revision index from the help list. If an index is set on the purchased product associated with the order line, then that index is automatically filled in.</p> <p>To set up indexes, go to <b>Help Desk Setup &gt; Service contracts &gt; Indexes</b>.</p> <p>The following fields are not displayed when the <b>Index</b> field has no entered value.</p>
<b>Periodicity</b>	<p>Select the periodicity from the drop-down list. A default periodicity is displayed when a periodicity is set on a purchased product linked to the order line.</p> <p>The periodicity enables the user to automatically indicate the date for the next revision when revising prices.</p> <div> <p><b>Example</b></p> <p>The next revision date indicated in a line was <b>01/01</b> and the periodicity is defined on <b>Half-yearly</b>. When calculating revised prices, the next revision date will therefore be <b>07/01</b>.</p> </div>
<b>Next rev.</b>	Enter the date for the next revision. This date enables you to retrieve the relevant order when using the price revision feature in the orders module.
<b>Date Y-1</b>	<p>Indicates the date when prices were last revised.</p> <p>This field is automatically filled when the price on the order line is revised. When this field is empty, that means the price on the order line was never revised.</p>

Field	Description
<b>Value N-1</b>	Indicates the index value entered during the last revision.  This field is automatically filled when the price on the order line is revised. When this field is empty, that means the price on the order line was never revised.
<b>U. Price Ex. tax Y-1</b>	Indicates the unit price Ex. tax entered on the order line during the last revision.  This field is automatically filled when the price on the order line is revised. When this field is empty, that means the price on the order line was never revised.
<b>Date Y</b>	Enter the index's current reference date. Depending on values entered in the index setup, this reference date enables the user to determine that index's <b>Value Y</b> .  <div> <b>Example</b>  The index setup (monthly periodicity) indicates 275.0 as June's value. If you enter 06/10 as the reference <b>Date Y</b>, then 275.0 will be the default <b>Value Y</b>. </div>
<b>Value Y</b>	Indicates the current index value based on the reference <b>Date Y</b> . This value is automatically filled and cannot be modified.

- 4 Add a line by clicking on .
- 5 If you want to duplicate, split or break down a line, right-click on the line and select the relevant option.
- 6 In the opening window, enter the periods and the way you want to split the lines.
- 7 Save your order.

Once you save the order, you can generate down payments by right-clicking on the line and selecting the relevant option.

You can now access the order's history and recipients at any time.

## Duplicating an order line

- 1 Modify an order's record sheet.

### Note

The order must not be validated.

- 2 From the **Lines** tab, select one or several order lines, right-click on your selection, then click on **Duplicate the selected lines**.
- 3 Select the type of duplication in the window that displays:

Type	Description
<b>Simple</b>	Select <b>Simple duplication</b> to duplicate the selected line(s) a given number of times.

Type	Description
<b>duplication</b>	<p>To do so, enter the number of duplications in the relevant field.</p> <div> <p><b>Example</b></p> <p>If you duplicate two lines 3 times, 6 new lines are created:</p> <ul style="list-style-type: none"> <li>• 3 lines identical to the first duplicated line,</li> <li>• 3 lines identical to the second duplicated line.</li> </ul> </div>
<b>Repetition by period</b>	<p>Select <b>Repeat by period</b>, if you want the duplicated line(s) to be repeated in a specific period (year, quarter, month, week or day) and a given number of times.</p> <p>To do so, from the drop-down list, enter the number of repetitions in the relevant field and select the type of period.</p> <div> <p><b>Example</b></p> <p>You duplicate a line which period is 08/31/2020. When duplicating, you indicate <i>2 times</i> per <i>Year</i>. 2 new lines are added:</p> <ul style="list-style-type: none"> <li>• one line with 08/31/2021 as the period,</li> <li>• and the second line with 08/31/2022 as the period.</li> </ul> </div>

**4** Click on **Validate**.

↳ The selected line(s) are duplicated in the order.

## 5.3 SIGNING AN ORDER

If you want a management object to be approved before validation, you can use the approval requests feature.

For more information, refer to the Dashboard User Guide.

## 5.4 VALIDATING AND PRINTING A PURCHASE ORDER

A validated order cannot be modified nor deleted.

You can either validate the order or validate and print it at the same time.

To validate the order directly from the order screen, go to **Edit > Validate without printing**. The order switches from 'Draft' to 'Validated'.

To validate the order and print it:

- 1** From the order, go to **Edit > Validate and print**. The order switches from 'Draft' to 'Validated' and the printing screen opens.

**2** Select the order's printing template. Akuiteo offers several printing templates, such as:

- order: enables you to print a standard order,
- order form: enables you to print an order as an order form.
- a proforma invoice-like order.

**Reminder:**

- The current date is automatically entered as the validation date.
- Validating the order enables you to start the reception and payment processes. Only validated orders are taken into account in the initial and expected flows.

## 5.5 REVIEWING AN ORDER'S PRICE

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Depending on the duration of a purchase order, you may have to review service prices based on the value of the relevant revision index.

**Important**

To be able to review the lines in a purchase order, you must have filled the fields in the **Revision** section for the relevant order lines.

The order must be validated but not delivered.

Search for orders to be reviewed.

**1** Click on **Management > Purchases > Review prices > Orders**.

↳ The search screen opens. This screen is similar to the one that displays when searching for orders that have an additional tab for **Price Review**.

**2** Enter the search criteria of your choice. In the **Price review** tab, enter the following criteria:


Criterion	Description
<b>Reference date</b>	Enter the reference date that will be used to update prices in the order lines, based on the index value entered on that date. By default, the current date is filled in.  <b>Example</b>  The index setup (monthly periodicity) indicates 275.0 as June's value. If you indicate 06/10 as the reference date, then 275.0 will be the value used when reviewing prices.
<b>Index</b>	Select the relevant index in the help list.  To set up indexes, go to <b>Help Desk Setup &gt; Service contracts &gt; Indexes</b> .
<b>To be reviewed between ... and ...</b>	Enter the revision period that matches with the date for the next revision entered in the order lines.

### 3 Start the search.

↳ The validated and reviewable orders matching with the search criteria are displayed in the results window.

## Calculating reviewed prices

The feature for calculating prices enables the user to simulate new prices in the order lines based on the index value entered on the selected reference date. Values displayed in the table are therefore updated but the data remain unchanged.


From the results in the reviewable orders, click on  at the top right of the screen to display the calculation for reviewed prices in the table lines:

- Values in the **Date Y**, **Value Y** and **U. Price Ex. tax Y** columns are respectively moved to **Date Y-1**, **Value Y-1** and **U. Price Ex. tax Y-1** columns.
- The **Date Y** column now displays the first day of the month – for the reference date that was indicated (for example, for a reference date entered on 06/20/2020, the **Date Y** column displays 06/01/2020).
- The **Value Y** column now displays the index value entered on **Date Y**.
- The **U. Price Ex. tax Y** now displays the unit price for the order line, calculated based on the index's **Value Y**.
- The **Next rev.** column displays a new due date, calculated based on the initial next revision date to which the associated **Periodicity** is added.

### Example

The next revision date indicated in a line was 01/01 and the periodicity is defined on **Half-yearly**. When calculating reviewed prices, the next revision date will therefore be 07/01.

## Updating prices

From the results list for reviewable orders, click on , then confirm the price review. All displayed lines are reviewed based on the index's value entered on the selected reference date. Data linked to price review are therefore updated.

### Note

The results list is updated. Depending on the criteria indicated in the search screen, you may not be able to modify the order lines, for example if the next revision date you have entered in **To be reviewed between ... and ...** is no more included in the indicated period.

## 5.6 REVIEWING AND LOGGING AN ORDER

### Reviewing the order

A validated order cannot be modified. It must be reviewed.

- 1 From the validated order, go to **Edit > Review order**. The reviewed order is classified.

- 2 Enter a new order's number in the review screen. A copy of this 'not-validated' order is created and hyperlinked to the original quote.

### Logging the order

Logging an order allows you to keep an image of the initial order. You must perform this type of archiving before delivering an order that was not issued from a logged quote.

**Reminder:** Logging an order is only possible if the order was not a former logged quote.

From the validated order, go to **Edit > Log order**. The order is automatically added to the orders' history list.

## 5.7 MODIFYING AN ORDER

### Reminder

Validated orders as well as canceled or received orders cannot be modified nor deleted. To be updated, a validated order must first be reviewed:

- To modify an order, go to **Edit > Edit order**.
- To delete an order, go to **Edit > Delete**.

### 5.7.1 Canceling an order

In some cases (e.g. a project canceled due to a litigation with a supplier), the order remainders must be canceled as the services will not be done nor charged.

When you cancel an order, the order status switches from 'Validated' to 'Canceled'. A copy of the order with negative figures is generated in the 'Canceled' status.

- 1 From the order, go to **Edit > Cancel the order**.
- 2 Enter the cancellation date.

### 5.7.2 Dunning the order's recipients

You can send dunning emails to suppliers or managers. For example, you can:

- send dunning emails to suppliers in case you did not receive orders,
- send confirmation emails about the expected dates for orders' delivery.

- 1 Activate the following DMFs:
  - 040324 PURCHASES/PURCHASE ORDERS/SEND TO SUPPLIERS BY EMAIL
  - 040325 PURCHASES/PURCHASE ORDERS/SEND REMINDERS TO SUPPLIERS
  - 040326 PURCHASES/PURCHASE ORDERS/SEND PURCHASE ORDER INTERNALLY
- 2 From a purchase order's record sheet, go to **Edit > Send by email / Dun the supplier**.
- 3 From multiple orders:



- Search for purchase orders that are still being processed and have not yet been received.
- In the search result, right-click on the orders to be dunned and select the dunning process of your choice.
- In the printing screen that displays, indicate the recipient and the printing template to use.

### 5.7.3 Updating the recipient list

If you want to quickly update the list of recipients in an order, you can do it via the **Edit > Update the recipient list** menu.

### 5.7.4 Changing the billing supplier

If you want to quickly change the supplier:

- 1** Go to **Edit > Change the billing supplier**.
- 2** In the window that displays the list of linked suppliers, select the relevant third-party and confirm.

### 5.7.5 Creating the billing table

This feature allows you, in a single operation, to:

- create a billing table similar to the order,
- associate the newly-created billing table with the order, mentioning the table's number in the order's header.

To do so, go to **Edit > New billing schedule**.

### 5.7.6 Updating the order's header

A validated order cannot be modified (it must be reviewed). However, some (non financial) sections can be modified by updating the order's header. This is the case for the contractual or delivery dates as well as the billing schedule's number.

Go to **Edit > Update the order's header**.

# 6 Receiving an order

The **Receptions** module is an intermediary step between the order and the invoice. Receptions are created in the Order module. This module enables the user to report the effective reception of a product or service. An order can be converted to a reception.

There are two ways to receive an order: by quantity or by amount.

## Tip

Activate the **CF\_HISTO\_AUTO** management rule to automatically log a purchase order upon reception.

## 6.1 RECEIVING AN ORDER BY QUANTITY

### Reminder:

An order can be received by quantity. The quantity to be received must be detailed on each line.

An order can be totally or partially received. When the reception is partial, an order remainder is generated. The remainder keeps the order's number and the received order is renumbered.

For a **Group** subcontracting purchase order, the signed quote is automatically created for the subcontracting company once the order is received.

You can also decide to renumber the remainder by enabling the **CF\_CHG\_NUM\_RELIQUAT** management rule. As such, the remainder can be:

- automatically numbered: the order's **Remainder number** field must not be filled in;
- manually numbered.

- 1 From an order, go to **Edit > Receive purchase order by Quantity**.
- 2 In the **Receive a purchase order by quantity** screen, check if information on the reception is correct.
- 3 Enter the **remainder number** if it is a partial reception.
- 4 If needed, modify the service's reception or completion dates.
- 5 Choose the action that will trigger cost price calculation.
- 6 In the table below, modify the quantity to be received if needed.
- 7 Select:
  - **All lines**: to enter the same number in ordered and received quantities.
  - **The selected lines**: to enter the quantities to be received per line.
  - **No line**: to reset the quantities to be received.
- 8 Click on **Create the reception** and validate the orders.

↳ The order is received and the reception screen opens.

## 6.2 RECEIVING AN ORDER BY AMOUNT

**Reminder:** It is possible to receive orders by amount if the quantities entered in associated lines equal 1 and the inventory management rule is deactivated.

For a **Group** subcontracting purchase order, the signed quote is automatically created for the subcontracting company once the order is received.

- 1 From an order, go to **Edit > Receive the purchase order by amount**.
- 2 Follow the same procedure as in **Receive purchase order by Quantity** and fill in the fields with amounts instead of quantities.

## 6.3 MARKING / UNMARKING THE RECEPTION AS BILLED


The administrator uses this feature when, by error or when manually retrieving data, an invoice that does not comply with the reception and billing processes was issued.

- 1 From the reception screen, go to **Edit > Administration > Mark the reception as billed**. If the reception is already billed, this feature enables you to unmark this reception as billed.
- 2 Before confirming your choice, enter the reception date.


## 6.4 SPLITTING A RECEPTION

There are two ways to split a reception:

By quantity:

- 1 Click on the arrow beside  and select **Split reception by quantity**.
- 2 In the **Split the reception** screen, go to **Edit > Validate the reception splitting**. A new reception record sheet is created.

By amount:

- 1 Click on the arrow beside  and select **Split reception by amount**.
- 2 In the **Split the reception** screen, go to **Edit > Validate the reception splitting**. A new reception record sheet is created.

## 6.5 CHANGING THE BILLING SUPPLIER

- 1 From an order, go to **Edit > Administration > Change the billing supplier**.
- 2 In the screen displaying the list of linked suppliers, select the new supplier to bill and validate.

- 3 Select the reception site and validate.

## 6.6 ATTACHING AN INVOICE TO A RECEPTION

To link an existing invoice to a reception, go to **Edit > Attach an invoice to reception** from the reception screen.

# 7 Billing the reception

Employees with the relevant access rights can create invoices:

- from a reception,
- from a billing table,
- directly from the purchase invoices management module.

## 7.1 CREATING A PURCHASE INVOICE

You can create several types of invoices or credit notes:

- an independent invoice: which means you create a header and one or multiple invoice lines,
- an internal invoice: if you offer internal services, you may have to standardize the transaction via an internal order that must be issued for an internal customer. Each invoice line will be built from a sold product associated with a class 9 account;
- a Group invoice: you must use this option when issuing an invoice for an external company that belongs to the same group (of companies) than your company. Each invoice line will be built from a sold product linked to the group;
- a receivable invoice.

The creation process is the same as usual.

### 7.1.1 Entering general information

**1** Go to **Management > Purchases > Invoices** > .

**2** Under the **Header** tab, enter the following information and save:

- Number: Invoice number. Akuteo automatically generates a number when the user doesn't enter one.
- Journal: the purchase journal linked to the invoice. If the connected user is linked to a default purchase journal, then this field is automatically filled in but can be modified.
- Invoice's creation, validation, sending and payment dates.
- Entity and purchaser names.
- Supplier's contact details.
- Supplier reference: the supplier's invoice number.
- Discount: % of discount applied on the invoice. Payment authorized on / by: the payment's date and type. Permitted payment authorization (%): the permitted payment authorization.
- Project's information.

### 7.1.2 Adding lines to the invoice

**1** Click on the **Lines** tab > .

**2** Select the type of VAT to apply:

- Without tax: allows you to issue a tax-free invoice. This option is checked by default if the customer is exempted from taxes.

**3** In the **Multiple criteria** sub-section, fill in the different fields and save:

- Grouping: the grouping of charged services.
- Reference: the products' references.
- Quantity: the number of invoiced products in the line.
- Unit price: the purchased product's unit price.
- Discount: in amount or percentage.
- Account / Reconciliation account: the account and reconciliation account's numbers.
- Project / phase / sub-phase: the project's code to which the offer line is linked and the project's phase and sub-phase. This information can only be entered if the quotation is multi-project / phases / sub-phases (Multi = YES).
- Start and end dates.
- Resource: the labour and other resources used to perform the service.
- Reception associated with the invoice.
- Holdback: enables you to mark the line as a holdback (subject to DMF 040653).

**4** Right-click on the lines to indicate if they are rebillable or have already been re-billed. As such, you must enable the DMFs 040637 PURCHASES PURCHASE INVOICE MARK AS REBILLABLE and 040722 PURCHASES CREDIT NOTE MARK AS REBILLABLE.

**5** Save.

You can add due dates, recipients or other information by clicking on the relevant tabs.

You can create a new invoice by duplicating another invoice via the **Edit > Duplicate the invoice** menu.

#### Note

If the **FF\_RETENU-GAR** management rule is activated, a line with the due date will be created for each invoice line marked as **Holdback**. The due date is established based on the **No. Days** indicated in the **Holdback** section, at:

- the project;
- the supplier (if not indicated on the project);
- the company (if not indicated on the supplier);

Due dates related to the **Holdback** cannot be modified nor deleted


## 7.2 CREATING AN INVOICE FROM A RECEPTION

- 1** Double click on the search result to open the reception to be billed.
- 2** Go to **Edit > Bill the reception**.
- 3** Fill in the invoice's record sheet.

### Grouping multiple receptions in a single invoice

You can also group multiple receptions in a single invoice.

To do so:


- 1 Search for non-billed receptions.
- 2 In the search results, choose the receptions and click on .
- 3 In the opening window, enter the information about the invoice to be created.

The new invoice is created.

## 7.3 CREATING AN INVOICE FROM THE BILLING TABLE


### 7.3.1 Creating a purchase billing table

Entering general information

- 1 Go to **Management > Purchases > Supplier billing schedule** > .
- 2 Under the **Header** tab, enter the following information:
  - Number: the billing table's number. Akuteo automatically generates a number when the user doesn't enter one. This numbering can be set up in the Sales management module depending on the company, the accounting period and the journal.
  - Journal: the purchase journal linked to the billing table. If the connected user is linked to a default purchase journal, then this field is automatically filled in but can be modified.
  - Invoice creation date.
  - For the customer:
  - Validated on: the validation date.
  - Subscription: enables you to take the accounting's subscription set on the purchased product.
  - Order date: the date when the order was created.
  - Mgr: the name of the employee in charge of the billing table.
  - Entity: the entity associated with the order.
  - Currency: the code of the currency used. By default, the currency indicated in the billing table is the reference currency.
  - Currency rate: the currency rate applicable on the invoice date. The default rate is 1.00000000.
  - Supplier references.
- 3 Enter the name of the supplier linked to the table. Contact details are automatically added.
- 4 Enter the project's information:
  - Multi-project: enables you to specify whether the billing table is linked to several projects, phases or sub-phases.
  - Single-project and multi-phase: enables you to charge the billing table to a project's phase.

- **Contract:** the default contract date if it is indicated in the header. Matches the date when the company begins to provide the service described in the line.
- **Expected:** expected delivery date or end date of the service.
- **Project:** the project, phase and sub-phase codes.

## Adding billing lines

- 1 Click on the **Lines** tab, then on .
- 2 In the Tax section, check **Without Tax**. As such, you will be able to create a tax-free billing table. This box is checked by default.
- 3 Under the **Multiple criteria** section, fill in the following fields:
  - Product's reference.
  - Expected sold quantities and the product's unit price. Akuteo automatically suggests the sales price when this latter is associated with the selected product.
  - Discount: in amount or percentage.
  - Subtotal: the subtotal amount in euros.
  - Project, phase, sub-phase: the project's code linked to the offer line. This information can only be entered if the billing table is multi-project / phases / sub-phases (Multi = YES).
  - Contract date, expected billing date and start and end dates.
  - Coefficient: Revision coefficient.
  - Resource associated with the invoice.
- 4 If the price on the billing line has to be revised, then fill in the following fields in the **Revision** section:

Field	Description
<b>Index</b>	<p>Select the revision index from the help list. If an index is set on the purchased product associated with the billing line, then that index is automatically filled in.</p> <p>To set up indexes, go to <b>Help Desk Setup &gt; Service contracts &gt; Indexes</b>.</p> <p>The following fields are not displayed when the <b>Index</b> field has no entered value.</p>
<b>Periodicity</b>	<p>Select the periodicity from the drop-down list. A default periodicity is displayed when a periodicity is set on a purchased product linked to the billing line.</p> <p>The periodicity enables the user to automatically indicate the date for the next revision when revising prices.</p> <div> <p><b>Example</b></p> <p>The next revision date indicated in a line was <b>01/01</b> and the periodicity is defined on <b>Half-yearly</b>. When calculating revised prices, the next revision date will therefore be <b>07/01</b>.</p> </div>
<b>Next rev.</b>	Enter the date for the next revision. This date enables you to retrieve the relevant billing schedule when using the price revision feature in the billing schedules module.
<b>Date Y-1</b>	Indicates the date when prices were last revised.



Field	Description
	This field is automatically filled when the price on the billing line is revised. When this field is empty, that means the price on the billing line was never revised.
<b>Value N-1</b>	Indicates the index value entered during the last revision.  This field is automatically filled when the price on the billing line is revised. When this field is empty, that means the price on the billing line was never revised.
<b>U. Price Ex. tax Y-1</b>	Indicates the unit price Ex. tax entered on the billing line during the last revision.  This field is automatically filled when the price on the billing line is revised. When this field is empty, that means the price on the billing line was never revised.
<b>Date Y</b>	Enter the index's current reference date. Depending on values entered in the index setup, this reference date enables the user to determine that index's <b>Value Y</b> .  <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p><b>Example</b></p> <p>The index setup (monthly periodicity) indicates 275.0 as June's value. If you enter 06/10 as the reference <b>Date Y</b>, then 275.0 will be the default <b>Value Y</b>.</p> </div>
<b>Value Y</b>	Indicates the current index value based on the reference <b>Date Y</b> . This value is automatically filled and cannot be modified.

## Validating the billing table

Once your purchase is delivered and billed, your dashboard must be closed to avoid any modification.

To do so, go to **Edit > Validate without printing** or **Edit > Validate and print** if you want to validate and print your dashboard.

The current date is automatically entered as the validation date. The window's title confirms that the object was already validated.

You must review your billing table if you want to generate a new version that can be modified.

The billing table can now be modified. You can:

- review the budget and only modify some authorized fields;
- update the billing table, after making necessary modification, via **Edit > Update the billing schedule**;
- duplicate or delete the schedule via the **Edit** menu.

## 7.3.2 Reviewing the prices in a billing table

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Depending on the duration of billing for a billing table, you may have to review service prices based on the value of the relevant revision index.

### Important

To be able to review the lines in a billing table, you must have filled the fields in the **Revision** section for the relevant billing lines.

The billing table must be validated but not delivered.

Search for billing tables to be reviewed.

1 Click on **Management > Purchases > Review prices > Billing schedules**.

↳ The search screen opens. This screen is similar to the one that displays when searching for billing tables that have an additional tab for **Price Review**.

2 Enter the search criteria of your choice. In the **Price review** tab, enter the following criteria:


Criterion	Description
<b>Reference date</b>	Enter the reference date that will be used to update prices in the billing lines, based on the index value entered on that date. By default, the current date is filled in.  <b>Example</b>  The index setup (monthly periodicity) indicates 275.0 as June's value. If you indicate 06/10 as the reference date, then 275.0 will be the value used when reviewing prices.
<b>Index</b>	Select the relevant index in the help list.  To set up indexes, go to <b>Help Desk Setup &gt; Service contracts &gt; Indexes</b> .
<b>To be reviewed between ... and ...</b>	Enter the revision period that matches with the date for the next revision entered in the billing lines.

3 Start the search.

↳ The validated and reviewable billing tables matching with the search criteria are displayed in the results window.

### Calculating reviewed prices

The feature for calculating prices enables the user to simulate new prices in the billing lines based on the index value entered on the selected reference date. Values displayed in the table are therefore updated but the data remain unchanged.

From the results in the reviewable billing tables, click on  at the top right of the screen to display the calculation for reviewed prices in the table lines:


- Values in the **Date Y**, **Value Y** and **U. Price Ex. tax Y** columns are respectively moved to **Date Y-1**, **Value Y-1** and **U. Price Ex. tax Y-1** columns.
- The **Date Y** column now displays the first day of the month – for the reference date that was indicated (for example, for a reference date entered on 06/20/2020, the **Date Y** column displays 06/01/2020).

- The **Value Y** column now displays the index value entered on **Date Y**.
- The **U. Price Ex. tax Y** now displays the unit price for the billing line, calculated based on the index's **Value Y**.
- The **Next rev.** column displays a new due date, calculated based on the initial next revision date to which the associated **Periodicity** is added.

### Example

The next revision date indicated in a line was 01/01 and the periodicity is defined on **Half-yearly**. When calculating reviewed prices, the next revision date will therefore be 07/01.

## Updating prices

From the results list for reviewable billing tables, click on , then confirm the price review. All displayed lines are reviewed based on the index's value entered on the selected reference date. Data linked to price review are therefore updated.

### Note

The results list is updated. Depending on the criteria indicated in the search screen, you may not be able to modify the billing lines, for example if the next revision date you have entered in **To be reviewed between ... and ...** is no more included in the indicated period.

## 7.3.3 Creating an invoice

**Prerequisites:** the billing table must be validated.

- 1 Open your billing table and click on the **Lines** tab.
- 2 Select one or several lines to bill and right-click on the selection.
- 3 Select **Bill the selected lines**.
- 4 In the opening window, enter the billing parameters and validate.

## 7.4 AUTOMATING REQUESTS APPROVALS

It is possible to automate requests approval when booking a purchase invoice in order to ensure coherence between information on the invoice and requested and received approvals.

To generate automatic requests approvals, two parameters must be configured:

- In **General Setup > Purchase > Saving of purchase invoices**, check **YES: If you want the application to require a signature or payment authorization on purchase invoices [...]**.
- In the supplier record sheet, check the **Payment authorization**, via **Finances > Accounting parameters**.

Requests can also be manually approved.

When all requests have been approved, the invoice's payment authorization changes to 100%. The date on the payment authorization is the last approval date.

## 7.5 BOOKING AND PRINTING A PURCHASE INVOICE

### Important

The booking process can be monitored if the **Check existence of original PDF** option is selected in the original PDFs parameters when booking purchase invoices and credit notes. To be booked, a purchase invoice / credit note must have an original PDF document.

### Reference

For more information on how to set up original PDF documents, refer to the *Advanced Setup Guide*.

Booking is essential to make sure the invoice payment is taken into account in Akuiteo. A booked invoice can neither be modified nor deleted.

There are several ways to book an invoice:

### 7.5.1 Booking an invoice manually

- 1 Open an invoice.
- 2 Go to **Edit > Book the invoice**.

This operation automatically books the invoices if the integrated management was activated. The generated accounting entry is automatically validated on the current date.

### 7.5.2 Booking and printing an invoice

- 1 Open an invoice.
- 2 Go to **Edit > Book and print the invoice**.
- 3 In the printing screen, select the relevant template and confirm.

This operation automatically books the invoice if the integrated management rule was activated. The generated accounting entry is automatically validated on the current date.

This option also allows you to print the invoice.

### 7.5.3 Booking multiple invoices

This option enables you to book multiple invoices at once.

In the sales invoices search results window, select the invoices of your choice and right-click on your selection, then click on **Book the selected invoices/credit notes**.

This operation automatically books the invoice if the integrated management rule was activated. The generated accounting entry is automatically validated on the current date.

## 7.6 MONITORING THE PURCHASE INVOICE

### 7.6.1 Checking the supplier's accounting situation

This feature allows you to view the supplier's accounting situation (list of invoices and payments).

- 1 Open the invoice.
- 2 Go to **Edit > Accounting situation of the supplier**.

### 7.6.2 Adding the invoice to the flows

This feature allows you to save the invoice summary in the project flows.

- 1 Open the invoice.
- 2 Go to **Edit > Administration > Add the invoice to the flows**.

### 7.6.3 Mark as paid

This feature allows you to simulate a payment. Note that this process is specifically used when retrieving data or errors.

- 1 Open the invoice.
- 2 Go to **Edit > Administration > Mark as paid**.

If you want to mark the invoice as not paid, follow the same procedure and select **Mark as not paid**.

### 7.6.4 Forcing payment authorization

When requests for approval are generated, you can force the payment authorization in order to reverse the invoice approval system, even if there are still pending requests for approval. This feature is subject to the DMF 040614.

- 1 Open the invoice.
- 2 Go to **Edit > Administration > Force payment authorization**.

Pending invoice approval requests are deleted. Approved or denied requests are saved.

## 7.7 GENERATING A CREDIT NOTE FROM AN INVOICE

### 7.7.1 Creating a global credit note

This feature allows you to cancel and balance the selected invoice. The invoice must be booked.

- From the invoice record sheet, go to **Edit > Global credit note**. The new credit note is now paid.

### 7.7.2 Creating a partial credit note

This feature allows you to partially cancel the selected invoice.

- From the invoice record sheet, go to **Edit > Partial credit note**. The invoice and the credit note are not paid.

### 7.7.3 Converting an invoice to a credit note

A **non-booked** invoice with a **negative total sum** can be converted to a credit note. Only a limited number of users must access this feature, preferably the person in charge of the invoice.

- 1 Open an invoice to be converted into a credit note.
- 2 Go to **Edit > Administration > Convert the invoice to a credit note**.

A confirmation message is displayed.

### 7.7.4 Duplicating the invoice as a credit note

You can create a credit note by retrieving the information contained in the original invoice.

- 1 Open an invoice.
- 2 Go to **Edit > New > Duplicate the invoice as a credit note**.

A new independent credit note opens.

### 7.7.5 Detaching a credit note from an invoice

To detach a credit note from an invoice while correctly recalculating amounts, you must follow the actions below:

- 1 Activate the DMF 040723 PURCHASES CREDIT NOTES UNLINK FROM INVOICE.
- 2 To use this feature, go to **Edit > Administration > Detach from the invoice**.

## 7.8 MODIFYING AN INVOICE

It is possible to modify an invoice before validating it.

### 7.8.1 Updating the recipient list

You can update the list of invoice recipients. Recipients are filtered according to the customer name, and can either be direct recipients or in copy.

- 1 Open the invoice.
- 2 Go to **Edit > Update the recipient list**.

## 7.8.2 Modifying the payment schedule

This feature allows you to modify the payment schedule.

- 1 Open the invoice.
- 2 Go to **Edit > Modify the payment schedule**.
- 3 The **Due dates** tab opens and you can therefore enter the dates and the due dates in each line.

### Note

Some suppliers may choose to pay 95% of issued invoices and pay the remaining 5% at the end of the warranty period. To exclude these holdbacks from the supplier's aging schedule, a due dates line can be marked as a **Holdback**. To be able to use this feature, you must activate the **FF\_RETENUE\_GAR** management rule.

## 7.8.3 Neutralizing the VAT

DMF	040652 PURCHASES PURCHASE INVOICES NEUTRALIZE VAT
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This feature allows you to neutralize the VAT on a due date line. Lines with **Neutralized VAT** are exempted from VAT returns.

- 1 From the invoice record sheet, open the **Due dates** tab.
- 2 Right-click on the line of your choice, then click on **Neutralize VAT**.
- 3 Confirm.

↳ The **Neutralized VAT** column indicator is now checked.

To uncheck the **Neutralized VAT** indicator, right-click on the line of your choice, click on **Mark as Non Neutralized VAT**, then confirm.

## 7.8.4 Rebilling to the customer

Rebiling enables you to create a new order. The information relative to the supplier is pre-filled.

- 1 Open the invoice.
- 2 Go to **Edit > Rebill to the customer**.

## 7.8.5 Modifying multiple purchase invoices

You can quickly modify an item in several purchase invoices, by batch.

- 1 Activate the DMF 040640 PURCHASES PURCHASE INVOICES BATCH UPDATE.
- 2 Start a search for suppliers.

- 3** Select the purchase invoices you want to modify and click on **Modify by batch** at the top of the search result.
- 4** In the dialog box that opens, enter the information to be modified and validate.

The information is updated.



## 8 Generating an expense report linked to a purchase

The expense report tool enables you enter an employee's expense reports over a given period. It also helps convert an expense report to multiple purchase invoices. This is a multi-company, multi-currency and multi-project tool. VAT input is managed so that it can be retrieved.

One of your employees purchased a product and has to declare it in an expense report.

- 1** Go to **Management > Purchases > Expense report**.
- 2** Follow the expense report creation process explained in the Favorites Guide.