Sales invoices

To submit sales invoices to customers, Merit Aktiva has the following channels:
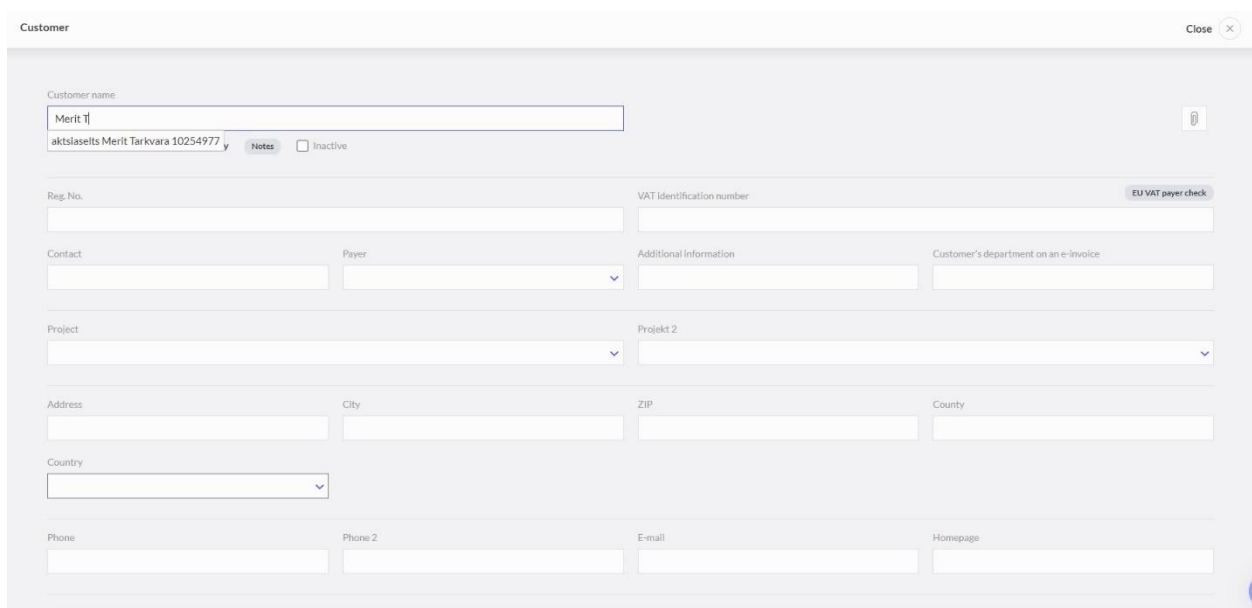
- PDF document
- email
- e-invoice
- e-invoice to a bank, in other words, a standing order invoice (available in the Aktiva Pro and Premium packages)

For drawing up a sales invoice, there must be a customer card which determines the recipient of the invoice.

Customer card

Customer name – when adding a new customer, an automatic inquiry from the commercial register takes place. This means that when you start typing a new customer's name, the programme starts suggesting companies which have similar names. When clicking on the correct name, the registry code, VAT identification number and address fields will be automatically filled.

A natural person or a foreign company – the line has to be checked if a customer is a natural person (except a self-employed person) or a non-resident who does not have a registry code of taxable persons in Estonia. Data of invoices submitted to them are not reflected in the annex to the value added tax return (KMD INF).

Notes – it is possible to enter notes on a customer card, for example, notes about communication with the customer ("I called because of a debt, they promised to settle next week …"). The history of the notes entered remains on the "Notes" page.

Reg. No. – the registry code of a company or the personal identification code of a private person. If an 11-digit personal identification code of a private person has been entered into the Reg. No. field of a customer card, the word displayed on a sales invoice will be "Isikukood". In all other cases, the displayed word will be "Rg-kood". Codes are differentiated by their length. The words always displayed on an English language sales invoice are "Reg. No.", regardless of the length of the registry code on a customer card.

VAT identification number – if a customer is a VAT payer, the VAT identification number is entered. If there is any intra-community turnover, entering the VAT identification number is mandatory.

EU VAT payer check – if a customer is based in the EU, it is possible to check their EU VAT number (VIES VAT number validation).

Contact – contact data of the representative of a customer. Contact information is also displayed on the sales invoice. If the sales invoice settings include "Print the customer's contact person on the invoice", the respective information will be displayed on the invoice submitted to the customer.

Payer – in addition to marking the recipient on an invoice, it is possible to mark the payer. The payer information, which was previously marked on the customer card, will be automatically displayed on the sales invoice. The payer information can be used if a service invoice is submitted to a division (e.g., a kindergarten) but is paid for by a local government.

The payer information on an invoice is simply informative, i.e., the invoice is addressed to the customer, or in other words, the recipient.

Additional information – an information field for the user's own needs, e.g., for marking the number of an agreement.

Customer's department on an e-invoice – it is possible to enter the customer's department in the form of text (DepId), if the recipient of an e-invoice has made it mandatory (e.g., hospitals, the Estonian Unemployment Insurance Fund). On the e-invoice, it is displayed in the customer data section.

Dimensions (Cost center, Project) – it is possible to set a default dimension value for a customer card. The value will be automatically entered onto the sales invoice when the customer is selected.

Address, City, ZIP, County – the customer's address data.

Country – entering the country is mandatory.

Phone, Phone 2 – the customer's contact phone number.

Email – the customer's email address for sending invoices. It is possible to mark several email addresses on a customer card, separated by a comma or a semicolon.

Homepage – the customer's website address.

Currency – the currency marked on a customer card is automatically suggested when drawing up a sales invoice.

Payment Term In Days – on a customer card, you can see the default due date, which has been configured in the settings of sales invoices. However, the due date can be changed. When drawing up an invoice for a particular customer, the due date used is the one marked on their customer card.

Late payment interest % - the percentage of late payment interest has been configured by default on the basis of the settings of a sales invoice. If needed, the percentage can be changed on the customer card. Thereafter, the value shown on the customer card will be used when drawing up sales invoices for that particular customer.

If there is a need to change the percentage of late payment interest for all customers at the same time, it can be done in the settings of sales invoices by entering the percentage into the "Interest" field and clicking "Save for all".

Reference No. base – to calculate a reference number for a sales invoice, two methods can be used: the reference number is calculated on the basis of the number of a sales invoice (every sales invoice has a different reference number) or each customer has their fixed reference number. If there is a need to provide each customer with their own reference number, then a number is entered into the programme. On the basis of the entered number, the programme automatically calculates a reference number which can be used for a sales invoice. If customers already have their reference numbers (e.g., from standing order agreements concluded with a bank, or from elsewhere) then an existing reference number is entered here without entering the last digit. Reference numbers are used for identifying an invoice while importing an account statement and for drawing up e-invoices which will be sent to the bank.

Show customer's debt balance – the line is checked if there is a desire to display the customer's debt balance on a sales invoice.
When showing debt information on an invoice, the following is displayed:

1. Unpaid as of … – balance as of the previous day of the invoice
2. Balance due – customer debt balance as of the date of the invoice

Both numbers are the same as the balance in the customer debt report as of the respective date.

This means that if a customer has advance payments, then it is not important whether the settlement has been done or not. On the invoice, in the "Balance due" field, the total payable amount minus advance payment of the invoice is displayed.

Sales prices and discounts – it is possible to configure selling prices and discounts for a particular customer on their customer card. The selling prices and discounts can be sorted by customer groups, sales items or item groups, and are thereafter suggested by default when a sales invoice is being drawn up for the particular customer. Selling prices and discounts are available in the Aktiva Pro and Premium packages.

Invoice language – sales invoices can be issued in Estonian, English, Finnish and Russian. The language is selected on the customer card. It is not necessary to change the working language of the programme.

If a user whose working language is Estonian wants to draw up a sales invoice in English, Finnish or Russian, and if the respective language is set on the customer card as the sales invoice language, and if the item names in English, Finnish or Russian have been entered onto the item card, then the invoice is automatically filled in with the translated names of these items.

Bank information on an invoice – if this value is empty, then the bank accounts included in the list of the company's bank accounts will be displayed on a sales invoice. If only one specific bank account needs to be displayed on a sales invoice, then select the bank account for the line.

Customer Group – In the Aktiva Pro and Premium packages, customers can be handled by groups. A customer is assigned to a customer group on the basis of the choice made on the customer card. A customer group can be supplied with permanent comments located above and below the invoice lines and invoice template.

Mass sending channel – when a customer has notified the sender of the channel through which they want to receive invoices, then the channel can be set as default. It is possible to select several simultaneous channels.

In the list of sales invoices, in the section of mass sending of invoices (available from the Pro package onwards) it is possible to select the following: a customer card setting that sends invoices simultaneously to all the channels which have been selected on the customer card.

E-invoice standing order agreement with a bank – if a customer has concluded a standing order agreement with a bank, then while forwarding a sales invoice to the bank, it has to be set whether the e-invoice is sent to the bank for limited or in full presentment, or whether the e-invoice is sent to the bank via the operator service of Omniva (Finbite). If there is a standing order agreement, the customer's bank account field has to be filled in. E-invoices can be sent to banks by the users of the Aktiva Pro and Premium packages.

Bank Account – in the case of a standing order agreement, the customer's bank account, which is to be debited, has to be entered.

Invoice design – in the Aktiva Pro and Premium packages, a specific invoice template can be selected for a customer, provided that various invoice templates have previously been created in the sales invoice settings.
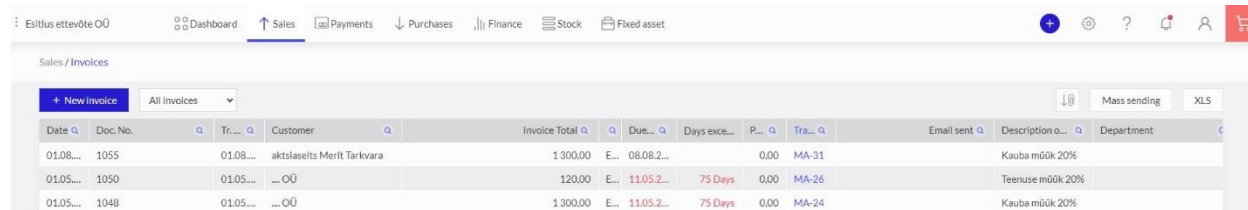
Select a permanent comment for a sales invoice, above/below the invoice lines – it is possible to add a permanent comment which will be written on the sales invoice of a particular customer, above or below the lines of the sales invoice.

Invoices and payments – a click on the link opens the list of invoices and receipts related to a customer.

Recurring invoices – a click on the link opens the list of recurring invoices (i.e., agreements) related to a customer.
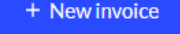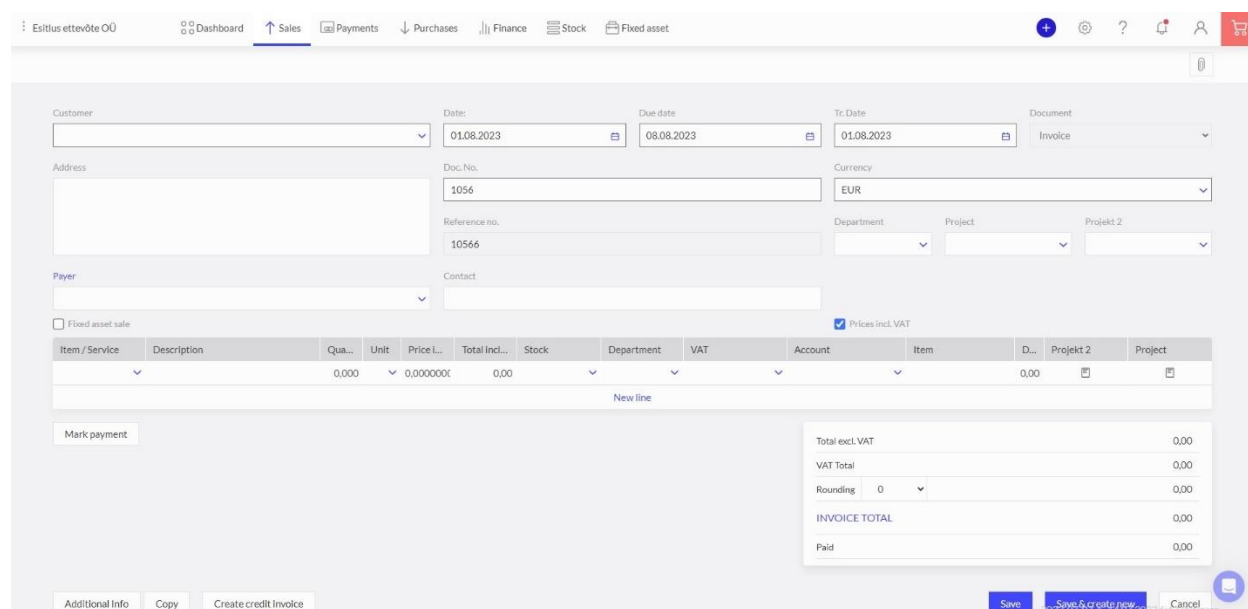
Drawing up a sales invoice

To view sales invoices, select from the menu Sales -> Invoices. A page opens, showing the list of sales invoices drawn up earlier. In the list, you can view paid and unpaid invoices separately. Longer lists are displayed one page at a time. In order to find a particular invoice from several pages, use filters, which are accessible from the magnifying glass icon [Q] located near the column headings of the list of sales invoices. You can use several filters simultaneously.

To draw up a new sales invoice, click [+ New invoice] This will open the sales invoice draw-up view.

To draw up a sales invoice, fill in the following fields:

Customer – select the customer from the list of customers. For quicker search, type the customer's name or part of it into the customer name field. If you enter a name not included in the list, then leaving the field will automatically open a window where you can add a new customer, whereas the name field has already been pre-filled.

If a customer for an invoice has been selected, then adding or changing the sales invoice allows you to open the customer card directly from the invoice by clicking the link "Customer" above the customer's name. Opening the customer card directly from the sales invoice can be used, for example, for viewing or adding notes, viewing the customer's invoices and payments, supplementing the address or contact data.

Address – the field displays the customer's address which has been written on the customer card.

Date – enter the date of the sales invoice. By default, the programme suggests a date based on what has been marked into the setting of sales invoices.

Due date – the programme sets the due date on the bases of the general settings of sales invoices or the customer card. The due date can also be changed on an invoice.

Transaction date – by default, the programme suggests that the transaction date is the date of the sales invoice. If necessary, the transaction date can be changed. The general ledger entry is prepared using the transaction date.

Doc. No. – the programme automatically adds the invoice number based on the sales invoice settings.

Currency – by default, the programme uses the sales invoice currency which has been set on the customer card. If a sales invoice has to be drawn up in a different currency, then select the respective currency for the invoice. Add the necessary but missing currency symbol by clicking "Show inactive" at the end of the currencies drop-down menu.

Contact – information is displayed from the "Contact" line of a customer card. A contact can also be typed directly into the "Contact" line of a sales invoice. If showing a contact has been enabled from the sales invoice settings, the contact's data are displayed in the PDF-version of an invoice.

Department – if sales invoices are issued from different departments, then the appropriate department has to be selected when drawing up an invoice. You can select the department if they have been added beforehand in the menu: Settings -> Dimensions -> Departments.

Project, cost center – the selection of the project/cost center in the header of an invoice links all the general ledger accounts, which have been marked into the item lines of the invoice, to the selected project/cost factor. Project and cost factor reports can be drawn up in the "Finance" menu.

Fixed asset sale – when selling a fixed asset, check the line before entering the item because then the list of fixed assets will be displayed under the item entered.

Before the sale of a fixed asset, you have to check the depreciation calculations and verify that the asset held for sale has been depreciated. When a fixed asset has been sold, it cannot be depreciated afterwards.

Prices incl. VAT – if you check the line, the programme regards the selling price entered into the item line as inclusive of VAT.

Item / Service – used for drawing up the lines of a sales invoice. To select an item for the sales invoice, select the item code from the list. Selecting the item code involves entering the name of the item, its selling price, VAT rate, VAT reference and the sales revenue account. All the default settings can be changed manually on the lines of the invoice, whereas the item card will remain unchanged. In the case of warehouse goods, the list of items includes the quantities of stock in warehouse, indicated after the names of items.

If you enter an item name, which is not included in the list, into an item name field, then leaving the field automatically opens a window where you can add a new item card, whereas the code and name fields have already been pre-filled. Another option for adding a suitable but missing item is to click the "Add" button at the end of the list of items and fill in a new item card.

If necessary, you can change the general ledger account in the item line. Either select a suitable general ledger account from the list (incl. from amongst inactive accounts) or add a new general ledger account by clicking "Add".

Mark payment – if a sales invoice is received in cash into the cash register or as a card payment, mark the method of payment to be received in cash or received by card, respectively. Mark the sums of sales invoices which have come in to the bank as received by entering the bank in the "Payments" menu.

Payment Date – the date of the receipt of a sales invoice.

Amount – the received sum.

After the item lines, the sales invoice shows the sum without VAT and the sum of VAT. The "Invoice Total" line shows the sum with VAT.

By clicking the "Additional Info" button , you can supply your sales invoice with additional information concerning selling-related VAT, the percentage of late payment interest, the standing order agreement of an e-invoice, as well as comments.

The contract number field is filled in with the contract number needed for sending an e-invoice to state agencies. If this field is filled, the contract number will be saved on an e-invoice. This is needed by some state agencies, e.g., Estonian Unemployment Insurance Fund.

If a sales invoice has been drawn up from a recurring invoice, then the link to the recurring invoice is displayed in the header of the invoice. If the contract number has been filled in on the recurring invoice, it will be saved on the e-invoice, which is needed by some state agencies.

Comments can be added to invoices above and below the invoice lines. Write a text or choose an existing permanent comment into the comment field. In order to add a new permanent comment, click "Add" in the choice of a comment section.

When you have filled in all the necessary field on a sales invoice, save the invoice. For the saved invoice, the programme will prepare a general ledger entry Trx MA-..., which you can view on the saved invoice as well as in the list of sales invoices.

When adding a new sales invoice, use   Copy   if you are drawing up an invoice with the same content. When copying, item lines from an original invoice are copied together with sums. The lines and sums of sales invoices can be changed and deleted.

In the case of an incorrect invoice, a need may arise to

- change it – click "Change" ✎ , or

- delete it – click "Delete" 🗑 on a saved invoice.

To draw up a **credit invoice**, click the   Create credit invoice   button on a sales invoice. A new invoice will be displayed with all quantities with the minus sign. In the additional information field "comment above the invoice lines", the number of the invoice to be credited is displayed. It is also displayed in the PDF view of the invoice.

If a credit invoice is drawn up for an invoice which has warehouse goods on it, then an automatic link will be generated on the credit invoice to the sales invoice. This is necessary for the calculation of the cost price of the warehouse goods.

The settlement of the sales invoice and the credit invoice is made in the menu: Payments -> Payments -> Settlements with customers, suppliers.

Submitting sales invoices

PDF

On a saved sales invoice, it is possible to create the sales invoice as a PDF document, which can be printed out immediately and handed over to a customer.

Email

It is possible to send an invoice by email from Aktiva to a customer. If a customer card has an email address on it, then that is the default address used. If an address is missing from a customer card, then it is possible to enter the customer's email address directly while sending from the sales invoice. The address entered at the time of sending does not remain saved on the customer card. Nor does the programme save information about the email address that the invoice was sent to. The date marked into the "Email sent" column of the list of sales invoices is the date of the last sending of an invoice.

Settings concerning the emailing of invoices are made in the menu: Settings -> General settings -> Email settings.

E-invoice

E-invoices can be sent to the customers who have the capability to receive e-invoices. At the moment of saving a sales invoice, the programme automatically checks it from the commercial register on the basis of the registry code marked on the customer card whether the customer is a recipient of e-invoices or not.

If a customer has the capability to receive e-invoices, then the E-invoice button appears on the invoice. Clicking on it will send the invoice to the customer.

After sending an e-invoice, the date of sending is recorded in the "E-invoice sent" column of the list of sales invoices. In addition, the name of the operator who mediated the sending is recorded in the "E-invoice operator" column.

An e-invoice is sent via an operator. Therefore, it is necessary to activate the sending in the menu: Settings -> Company data -> Settings of e-invoices and other integrations.

E-invoice to a bank

If a customer wants to order an e-invoice to a bank, then it is mandatory to enter the following data on a customer card:

- Registry code (or personal identification code in the case of a private person).
- The basic reference data for a reference number (enter the reference number without the last digit) or the e-invoice standing order identifier in the bank if the customer has it from an earlier period.
  Both fields are not filled in simultaneously, i.e., only one of them has to be filled in.
- On the "E-invoice standing order agreement with a bank" line, select the channel for the standing order invoice. When forwarding a sales invoice to a bank, it has to be set whether the e-invoice is sent to the bank for limited or in full presentment, or whether the e-invoice is sent to the bank via Omniva.
- If there is a standing order agreement, the customer's bank account, which is to be debited, has to be entered onto the "Bank account" line.

If a company has concluded an e-invoice agreement with a bank, then select "Bank (full e-invoice)" or "Bank (limited e-invoice)" on the customer card. Invoices will be forwarded to the bank in a file which can be drawn up in the menu: Payments -> Consolidated file of e-invoices to a bank (in the Aktiva Pro and Premium packages).

If e-invoices are sent to the bank via the service of Omniva (Finbite), then "e-invoices to a bank via Omniva" has to be selected on the customer card. Invoices are sent out of the programme as e-invoices and the operator forwards them to the bank. *In order to send standing order invoices to a bank, a respective agreement with an operator or a bank has to be concluded.*