APPROVAL

Role	Name	Function	Date & Signature
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PURPOSE

This procedure describes how ASPIVIX invoices or credits sales orders in its ERP system. It contains instructions on how to retrieve sales orders eligible for invoicing, invoice unique or multiple orders, credit an order if necessary, and send accounting documents to customers.

SCOPE

The scope of this procedure includes processing invoices and credit notes for ASPIVIX's customers, managed through ASPIVIX's ERP system. Out of scope is how to manage invoices or credit notes from suppliers.

RESPONSIBILITIES

Responsible for establishing, implementing, and maintaining this instruction is the International Operations Manager. Any person processing customers' invoices or credit notes in ASPIVIX's ERP system must respect and apply this guide.

DOCUMENT HISTORY

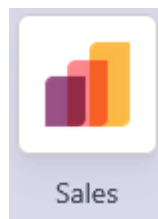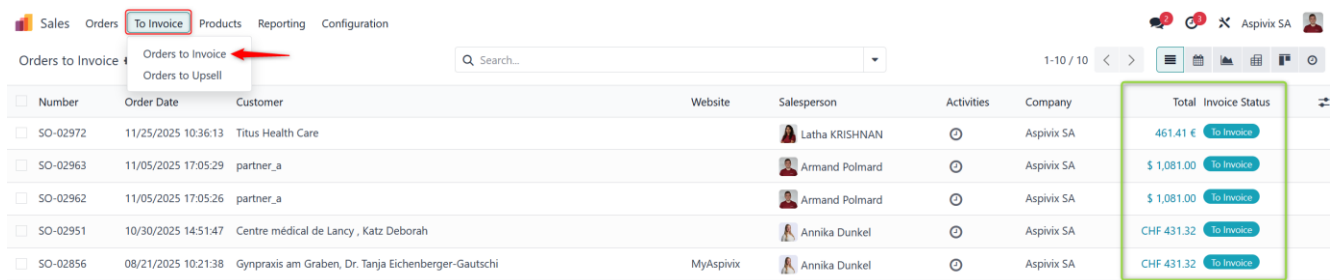| Description of Changes	Version
Initial version	A
CRC-2509-13 – Screenshots and process updated across the document due to Odoo migration to version 18, implementing new application layouts.	B

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1. INSTRUCTION DESCRIPTION

1.1. Identifying sales orders to invoice

Once a quotation is validated into a sale order, it becomes eligible for invoicing. **Shipped Sales Orders (SO) must be invoiced immediately after shipping and sent to customers promptly**. To visualize such SOs, open the Sales application by clicking on the respective APP from Odoo's main dashboard.

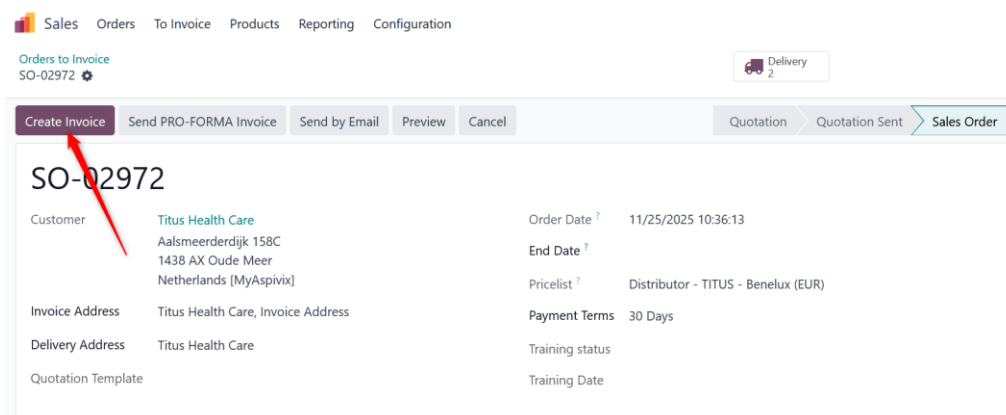To view SOs requiring invoicing, access the menu To invoice > Orders to Invoice.

Sales orders eligible for invoicing show "Sales Order**"** in Status column, and "To Invoice" in the Invoice Status column.

1.2. Invoicing a single Sales Order

To invoice a single SO, click in the corresponding line to open the transaction. On the SO screen, click on Create Invoice.

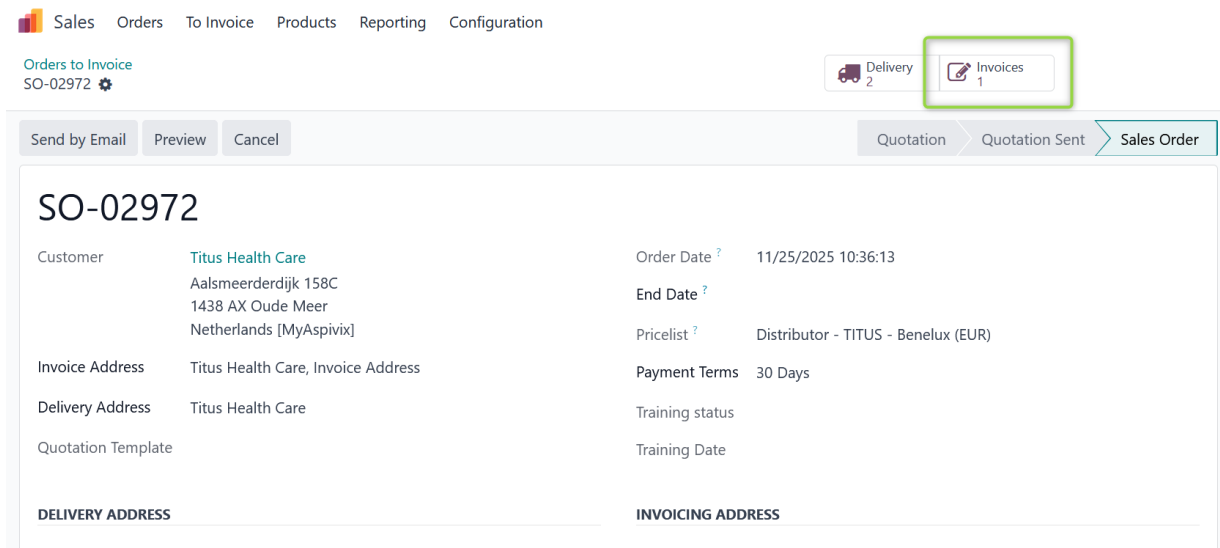On the opening window, make sure that Regular Invoice is selected in the section Create Invoice, and click on "CREATE AND VIEW INVOICE". This action will create a **draft invoice**, for review before confirming. Once the invoice has been verified, click on "CONFIRM" to generate the invoice.

An invoice has now been posted in Odoo Accounting app, and an invoice number was also allocated. Note that a smart button has now appeared on the SO on the side of the smart button for Delivery, enabling users to go immediately to the invoice straight from the SO screen.

The invoice can now be sent to the customer. For this purpose, go into the invoice screen, and click on "SEND AND PRINT".

1.3. Invoicing multiple sales orders

Invoicing multiple Sales Orders at once happens from the same screen of the Sales APP (screen listing all different SOs), or from the screen "Orders to invoice" described above. For invoicing multiple SOs, tick the lines to invoice, click on "Action" and "Create Invoices". Confirm your choice in the opening screen.

The landing screen Customer Invoices will display the invoices freshly created. These will be saved as **drafts**, not posted into the Accounting APP yet.

As for the previous screen and to confirm the invoices for the related customers, tick the invoices to be confirmed, click in "Action", and "Post entries". **This will validate the invoices and record them into the Accounting app**.

To finally send invoices to customers, repeat the above process, but click in "Send" instead.

Invoices must be validated and sent as soon as the shipment is confirmed, they must not be delayed in being transmitted to customers.

1.4. Crediting an invoice

Any credit note must be approved by International Operations Manager, or by someone within at least the same managerial level in ASPIVIX. **Only credit notes that were approved my ASPIVIX's management can be processed in Odoo.**

Once a credit note has been dully approved, go into the invoice needing to be reversed by a credit. Click on "ADD CREDIT NOTE" from the invoice screen.

In the new window:
- Fill the reason for the credit
- Click on "Reverse" to validate

A draft credit note will be created. It is not yet posted in the Accounting APP at this stage.
In case of a Partial Refund, modifications can happen at this stage to reduce the amount of credit, for example, by removing the line of Freight Charges or decreasing the quantities of items credited.

Once the draft credit is verified and ready to be posted, click on "Confirm" in the top left corner. Credit can now be sent following the same process to send a regular invoice (click "Send" in top left corner).

The smart button "Invoices" in the top menu of the SO will now list the total number of invoices and credit notes, all accounting documents related to the initial transaction.

2. REFERENCES

2.1. Procedures, instructions and guidelines

NA

2.2. Templates and Forms

NA

Certificate of Completion

INS-207-12-rev.B_ Invoicing and Crediting.pdf

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835785c96739860a4ff96a1

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