# AVNS GNR - Get Netsuite Records

# End-User Setup Guide

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# GET NETSUITE RECORDS END-USER SETUP GUIDE

## Overview

This document describes the last steps needed to be performed for the bundle to be completely setup and ready to run. We describe how to mark certain customers and respective transactions for electronic invoice send-out to ScanCloud (3rd party) but also prevention of the send-out.

## Editing Customers

We will be marking each customer that has requested to receive electronic invoices via this solution. All invoices and credit memos created on that specific customer will inherit the mark from the customer card. It is also possible to exclude certain transactions from the send-out even though the customer is marked. More on this in the later section.

Included in the bundle there is a custom entity field applied to customer cards named "Invoice Delivery Method". Identify where the field was placed after the bundle installation and choose the option that was agreed on with ScanCloud. eInvoice is used in the examples of this documentation and the GNR Setup Guide:

INVOICE DELIVERY METHOD *

- eMail to Customer
- post via Print Service
- eInvoice
- Manual
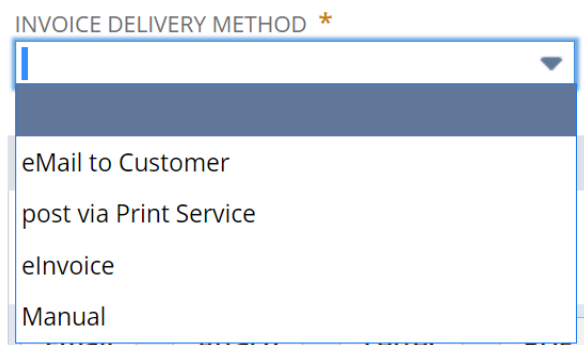
After having saved this setting on the customer, all subsequent transactions (Invoices and Credit Memos) will be marked with the same Invoice Delivery Method.

## Editing Transactions

### Including transactions in the send-out

As mentioned earlier all subsequent transactions created for a specific customer, after we set the Invoice Delivery Method, will be marked with the same choice. The transaction have a custom transaction body field with the same name as the customer and will inherit the setting from the customer.

In case we would like to include transactions prior to the change in the Invoice Delivery Method on the customer then we have to run a CSV import and mark the transactions that way.

Credit memos are however handled differently from invoices and they are not marked for send-out as per default. In order to include them in the send-out we need to mark the checkbox Send to Scancloud on the transaction itself.

**NOTE: At the moment we do not support transactions that include group items where components should not be shown and these components have different tax rates.**

**NOTE: Private contacts are not supported. Make sure not to save the contacts as private.**

**Excluding transactions from the send-out**

We can also exclude individual transactions from the send-out even though we have marked the customer with an invoice delivery method. We have two different checkboxes for this purpose, the first for invoices and the second for credit memos.

1. Do not send to customer (checkbox) – check on invoices. Default is unchecked.
2. Send to Scancloud (checkbox) – unchecked on credit memos. Default is unchecked.

## Closing accounting periods

Certain attention is needed when closing the accounting periods. Once the invoices are sent, they must also be signed as 'sent'. Upon signing some custom fields on the invoices are populated with information such as a timestamp and a message. We cannot sign the invoices if the period is closed and the checkbox 'ALLOW NON-GL CHANGES' is checked on the period.

PERIOD NAME *

Jun 2017

START DATE *

2017-6-1

END DATE *

2017-6-30

☐ ALLOW NON-G/L CHANGES