

User Guide

Introduction

This extension has been developed by [Buro Rader](#).

It has been tested in a standard installs of recent stable versions of the Magento 2.1 CE software.

If you have installed additional extensions that extends or hooks into products, orders or order lines, this extension may fail to work correctly by missing information or triggers. If you have installed additional extensions and you do experience problems please contact us for support.

Installation

- "Buy" the extension on Magento Marketplace.
- Install it via your admin dashboard ('System - Web Setup Wizard') or via the command line.
- Configure the extension via 'Stores - Acumulus config' and 'Stores - Acumulus Advanced Config'.



 DASHBOARD

 SALES

 PRODUCTS

 CUSTOMERS

 MARKETING

 CONTENT

 REPORTS

 STORES

 SYSTEM

 FIND PARTNERS
& EXTENSIONS

About your shop

With these settings, this plugin is better able to: determine the [invoice type](#); perform some sanity checks; and to compute VAT rates.

Do you sell digital services?

- Both digital services and normal products.
 - Only products that are subject to dutch VAT.
 - Only digital services subject to the regulations concerning using foreign VAT rates.
- Select whether your store offers digital services that are subject to foreign VAT for clients in other EU countries. See [Dutch tax office: services to other EU countries \(in dutch\)](#).


Do you sell VAT free products or services?

- Both VAT free and VAT liable products or services.
 - Only products or services that are VAT liable.
 - Only VAT free products or services.
- Select whether your store offers products or services that are VAT free, e.g. education. NOTE: this settings concerns whether the products or services you offer are inherently vat free, not whether you create vat free invoices or invoices with reversed vat.

When to have your invoices sent to Acumulus.

This(these) setting(s) determine(s) at what instants the invoice for an order should be sent to Acumulus. If you select multiple instants, the invoice will be sent as soon as the order reaches one of the selected statuses. Note that an invoice will only be sent once to Acumulus. This extension only uses order data, so you may select any status, the moment an invoice does not already

The Acumulus Configuration form



Acumulus advanced settings

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Save

Relation management

With each invoice sent to Acumulus, its client data is sent as well. With these settings you can influence how this is done. Most fields below can be added to your invoice templates. That is why you can control its contents here.

Customer address data

Send consumer client records to Acumulus.

Overwrite existing address data.

Acumulus allows you to store client data. This extension automatically sends client data to Acumulus. If you don't want this, uncheck this option. All consumer invoices will be booked on one and the same fictitious client. You should uncheck the second option if you edit customer address data manually in Acumulus. If you unchecked the first option, the second option only applies to business clients.

Create customers as

Debiteur (klant) ▼

Active

Yes

No

Indicate whether relations should be saved as active or inactive

Web shop customer reference

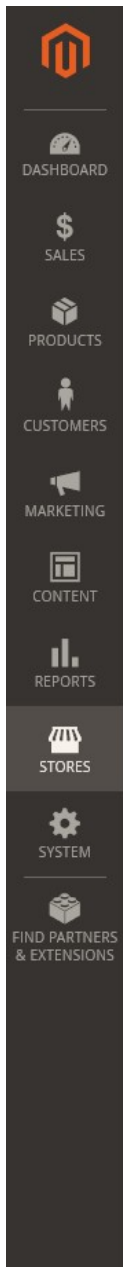
[customer::incrementId | customer::entityId]

If you want to search the customer data of the webshop for a relation in Acumulus, it can be handy to have its unique reference as used by your webshop ready in Acumulus. Use this field to define which field the web shop uses as customer reference. This field may contain field references.

The Acumulus Advanced Configuration form

Usage

- New orders will now automatically be sent to Acumulus (exactly when this happens, depends on your settings).
- If you have any old orders you want to send to Acumulus, use 'Stores - Acumulus Send Batch'.



Send a batch of invoices to Acumulus

← Cancel **Send**

Send a batch of invoices to Acumulus

Invoice type Order | Credit note

from

to

Enter the range of order or credit note numbers or ids you want to send to Acumulus. If you only want to send 1 invoice, you only have to fill in the '# from' field. Leave empty if you want to send by date.

Date from

Date to

Enter the period over which you want to send invoices to Acumulus (expected format: M/d/yy). If you want to send the invoices of 1 day, only fill in the 'Date from' field. Leave empty if you want to send by id.

- Options
- Force sending
 - Send in test mode
 - Dry run.

Invoices that fall within the range but are already sent to Acumulus will normally not be sent again. By checking the 1st option, these orders will be sent again.

The Acumulus Send Batch form.

Support

If you have any questions you can:

- Contact us by mail via magento@acumulus.nl
- Contact us by phone, see [our website](#) for details.
- Ask your question on [our forum](#).

If you need support or have a (feature) request, you can mail to magento@acumulus.nl. This mail should contain:

- The website address where your webshop can be found.
- The info as can be found under the header "Information about your webshop and this module" on our settings form.
- Customisations, if any, you made.

- Other extensions that you installed and that may interfere with this extension.

This mail should **never** contain account names or passwords! Only if all other options failed, we may ask you to provide login data to us in a way detailed by us at that moment.