Table of Content

Version 1.0

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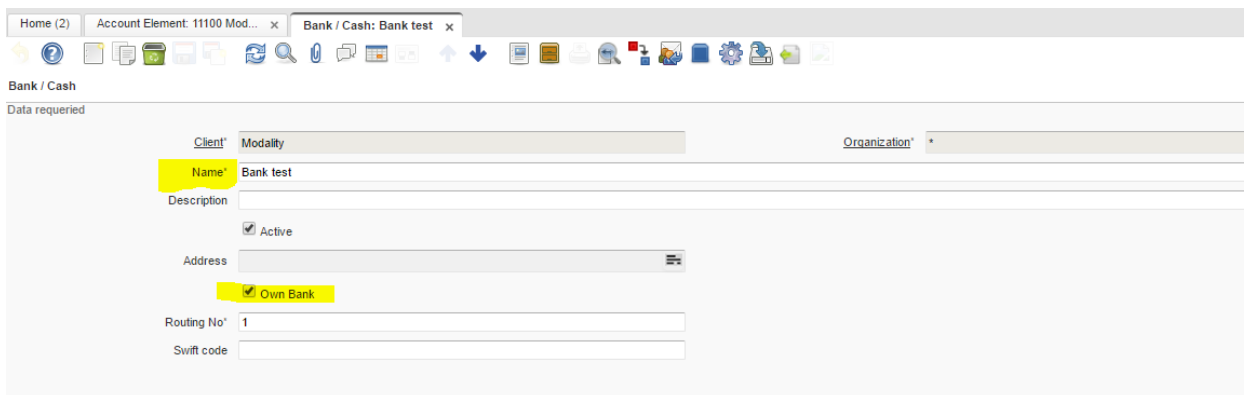**Document:** Idempiere First Steps (core)

Introduction

Any time we have to pay or receive money in cash,credit card or other payments we need to use different resources in the ERP: from Bank accounts, currencies (including conversions) and some documents that can store and link the details to the sales or purchases and also update the status of the customers/vendor in the collection side .

In a similar way to sales and procurement the document to store sales receipts or purchase payments use the same window/document (to keep the topics simple), here the details of the most common processes related with these topics

1. Bank / Cash

Menu – System Admin – Organization Rules - Bank / Cash
The Bank Tab defines a bank that is used by an organization or business partner. Each Bank is given an identifying Name, Address, Routing No and Swift Code.
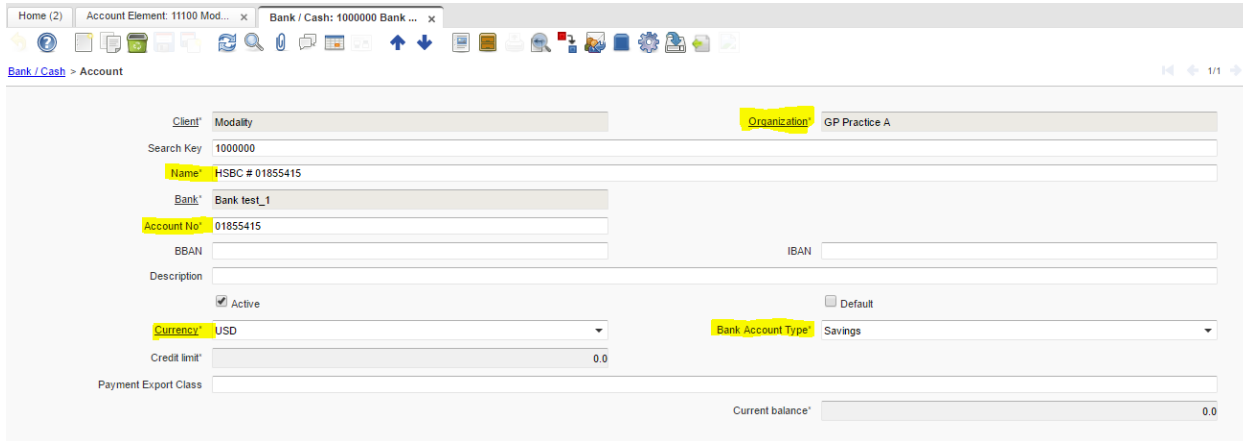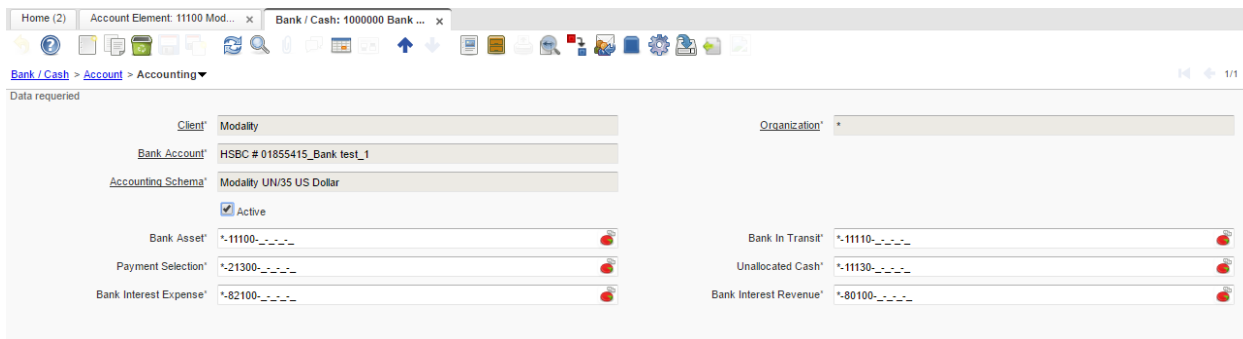

1.1. Account Tab

Corresponds to the bank accounts with which the system makes the payments and receipts, minimum 1 registration is required.

1.2. Accounting TAB

Corresponds to the accounting accounts that the system will use when registering the Payment and Receipt documents. The default accounts are taken from the Accounting Schema: Defaults TAB.

2. Charge

Menu – Performance Analysis – Accounting Rules - Charge

The Charges Window defines the different charges that may be incurred. These can include Bank Charges, Vendor Charges and Handling Charges.

3. Payments

Menu – Open Items – Payment

From this option we generate the documents AP Payment (Payments) and AR Receipt (Receivables). These documents can be generated in several cases:

- Cancellation of one or more invoices
- Payments or receipts for other concepts (charges)
- Payments or receipts for invoices that at the time are not known
- Advances Payments or receipts

3.1. Cancellation of one or more invoices

We have the following Invoice (Vendor) pending to be canceled

Next we will generate the payment of the invoice:

Menu – Open Items – Payment

• Document Type: We select AP Payment in the event that the company will generate a payment (outflow of resources) and AR Receipt when it corresponds to receivables (entry of resources)

• Bank Account: We select the bank account where money enters or leaves

• Invoice: If the payment or receipt corresponds to a single invoice, it is selected in this filter

• Allocate TAB: If the payment or receipt corresponds to several invoices we enter this TAB to register each one

We proceed to complete the document, this process automatically generates an allocation document (since one or more invoices are being canceled)
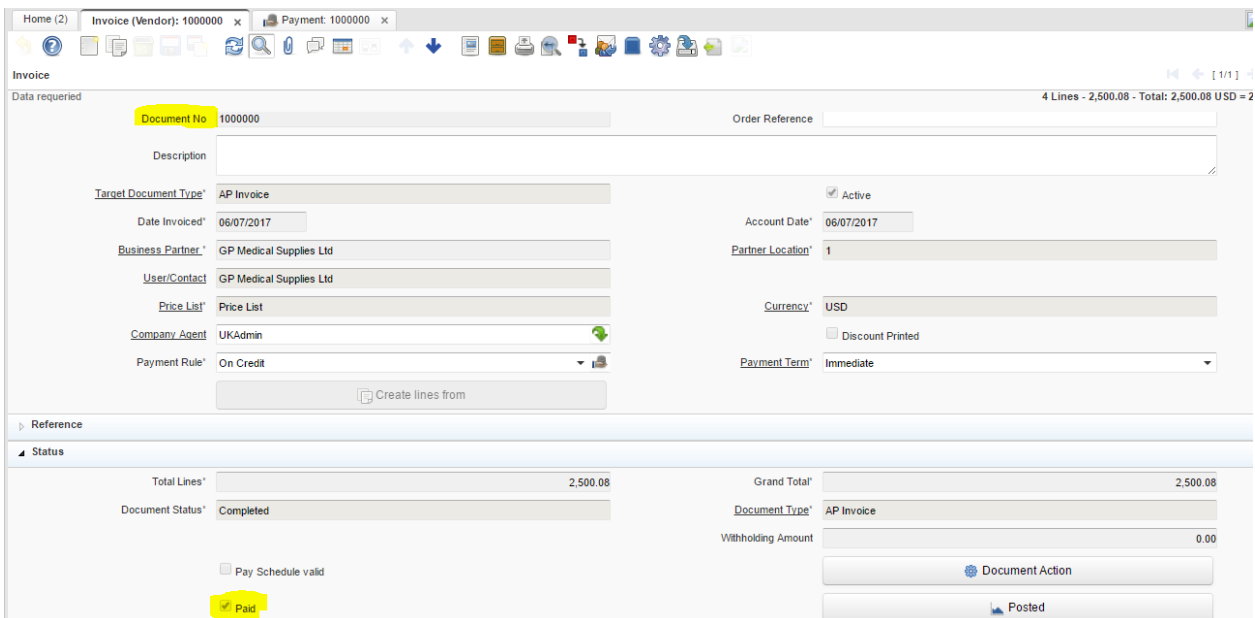
The invoice is marked as paid

This document (Payment) records the cash outflow of the bank and a debit to the temporary account to be paid

This process generated the document Allocation which can be consulted in the route:

Menu – Open Items – View Allocation

This document generates the portfolio crossing between the invoice and the payment

This last record crosses the account payable as follows:
Invoice (Vendor)

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner
GP Practice A	51290_Product Inventory Clearing	225.00	0.00	1000003_boxes of stationary	GP Medical Supplies Ltd
GP Practice A	51290_Product Inventory Clearing	240.00	0.00	1000002_boxes of cleaning supplies	GP Medical Supplies Ltd
GP Practice A	51290_Product Inventory Clearing	1,900.08	0.00	1000001_Sets of uniforms	GP Medical Supplies Ltd
GP Practice A	51290_Product Inventory Clearing	135.00	0.00	1000000_boxes of various clinical disposables	GP Medical Supplies Ltd
GP Practice A	21100_Accounts Payable Trade	0.00	2,500.08		GP Medical Supplies Ltd
		2,500.08	2,500.08		

Payment:

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner
GP Practice A	21300_Payment selection	2,500.08	0.00		GP Medical Supplies Ltd
GP Practice A	11110_Checking In-Transfer	0.00	2,500.08		GP Medical Supplies Ltd
		2,500.08	2,500.08		

Allocation:

3.2. Payments or receipts for other concepts (charges)

An example of this case is the payment or Receipt of interest.

Menu – Open Items – Payment

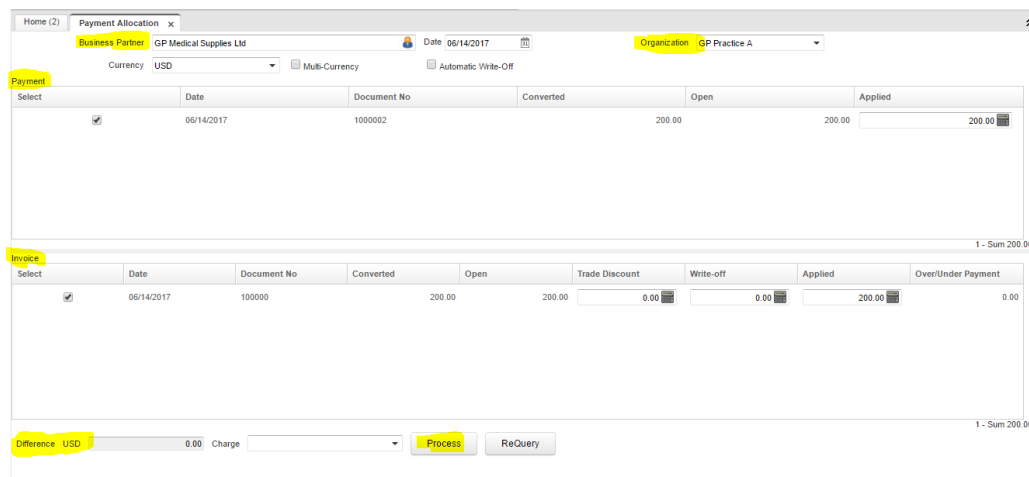## 3.3. Payments or receipts for invoices that at the time are not known

The receipt document is generated by the value received without indicating to which documents the payment corresponds
Menu – Open Items – Payment

Subsequently, when the user knows which invoice is being canceled proceeds to make the assignment
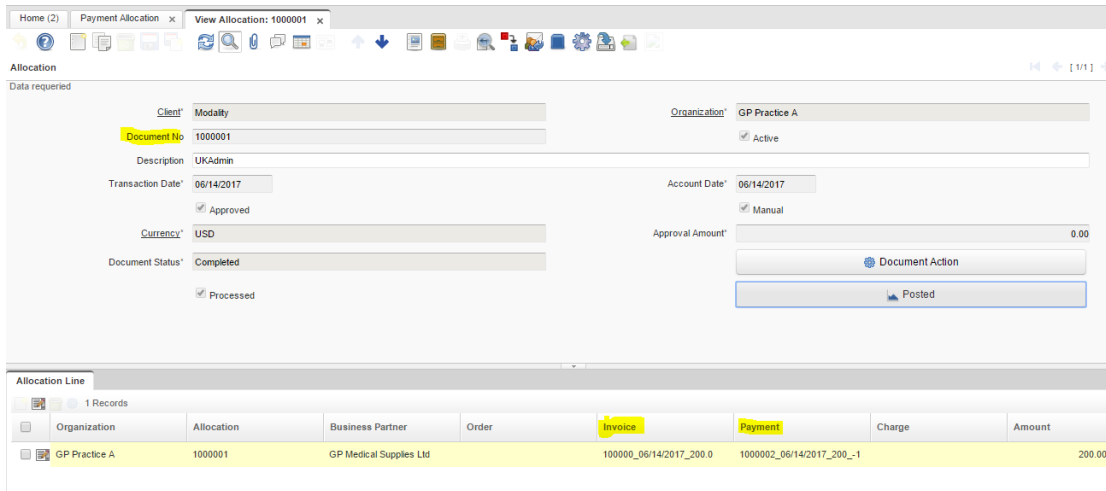
Menu – Open Items – Payment Allocation

We select the invoice and the payment to be crossed. We process the transaction and this generates the allocation document that we saw in previous pages
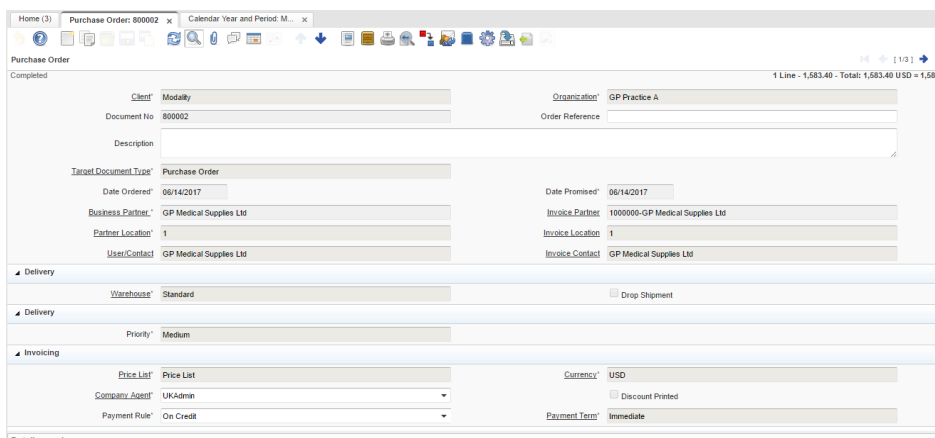
3.4. Advances Payments or receipts

Advances are recorded by creating the Purchase Order (Advance to Suppliers) and Sales Orders (Customer Advance) document.
When generating the document AP Payment (payments - out of resources) and AR Receipt (receipts - entry of resources) is assigned the Purchase Order or Sale which performs the imprest transaction marking.

Purchase Order
Menu – Requisition-to-Invoice – Purchase Order

Menu – Open Items – Payment

When the invoice is generated it will be crossed by the allocation process that we saw in previous pages.

Index: http://www.smartjsp.com/web/en/idempiereFirstSteps