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Introduction

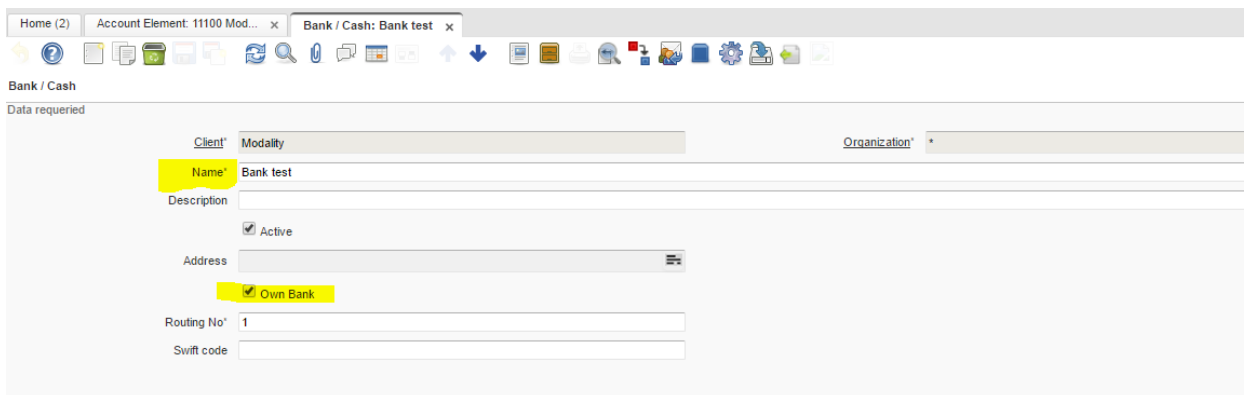
Any time we have to pay or receive money in cash, credit card or other payments we need to use different resources in the ERP: from Bank accounts, currencies (including conversions) and some documents that can store and link the details to the sales or purchases and also update the status of the customers/vendor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



Home (2) Account Element: 11100 Mod... x Bank / Cash: Bank test x

Bank / Cash

Data requested

Client* Modality Organization*

Name* Bank test

Description

Active

Address

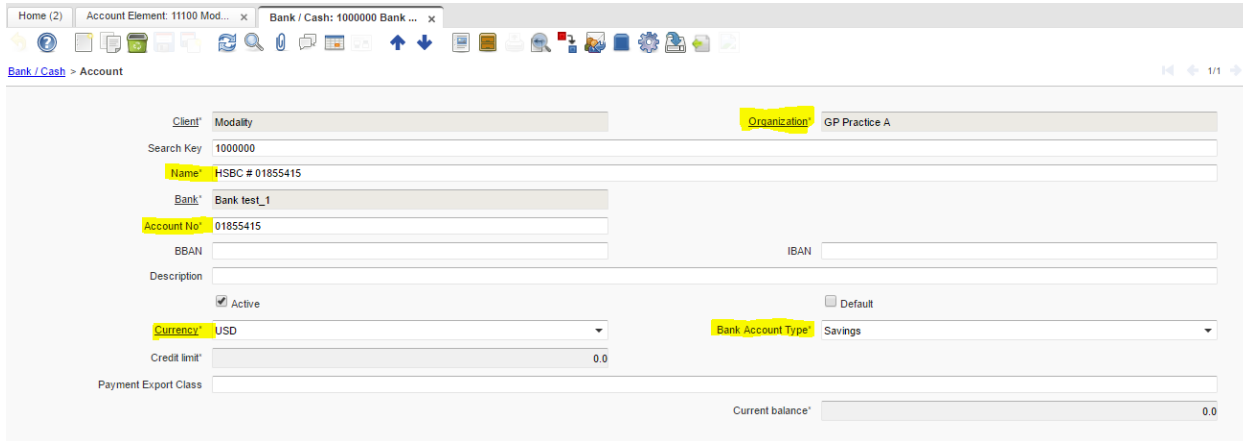
Own Bank

Routing No* 1

Swift code

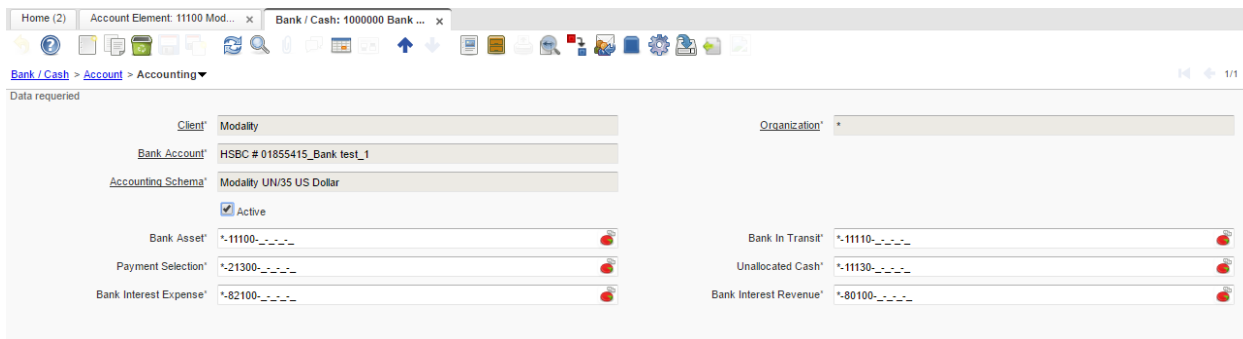
1.1. Account Tab

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.

Home (2) Charge: interests x

Charge

Record saved

Client* Modality Organization*

Name* interests

Description

Active

Charge amount* 0.00

Tax Category* Sales Tax Price includes Tax

Same Tax

Business Partner

Withholding Category

Charge Type

Accounting

1 Records

Organization	Charge	Accounting Schema	Active	Charge Account
*	interests	Modality UN/35 US Dollar	<input checked="" type="checkbox"/>	*79600_-----

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

Home (2) Invoice (Vendor): 1000000 x
[1 / 1]

Document No 1000000

Description

Target Document Type AP Invoice

Date Invoiced 06/07/2017

Business Partner GP Medical Supplies Ltd

User/Contact GP Medical Supplies Ltd

Price List Price List

Company Agent UKAdmin

Payment Rule On Credit

Order Reference

Active

Account Date 06/07/2017

Partner Location 1

Currency USD

Discount Printed

Payment Term Immediate

Create lines from

Reference

Status

Total Lines* 2,500.08

Document Status Completed

Pay Schedule valid

Paid

Grand Total 2,500.08

Document Type AP Invoice

Withholding Amount 0.00

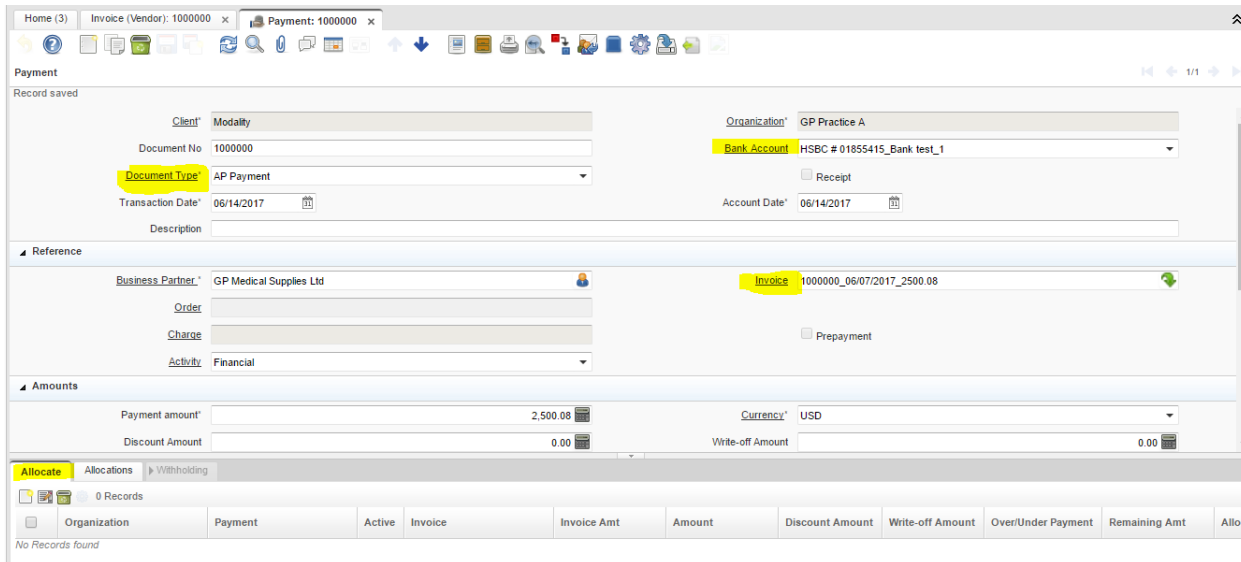
Document Action

Posted

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner	Project	Activity	Account Date	Period	Posting Type
GP Practice A	51290_Product Inventory Clearing	225.00	0.00	1000003_boxes of stationary	GP Medical Supplies Ltd	Standard_Standard	Financial	06/07/2017	Jun-17	Actual
GP Practice A	51290_Product Inventory Clearing	240.00	0.00	1000002_boxes of cleaning supplies	GP Medical Supplies Ltd	Standard_Standard	Financial	06/07/2017	Jun-17	Actual
GP Practice A	51290_Product Inventory Clearing	1,900.08	0.00	1000001_Sets of uniforms	GP Medical Supplies Ltd	Standard_Standard	Financial	06/07/2017	Jun-17	Actual
GP Practice A	51290_Product Inventory Clearing	135.00	0.00	1000000_boxes of various clinical disposables	GP Medical Supplies Ltd	Standard_Standard	Financial	06/07/2017	Jun-17	Actual
GP Practice A	21100_Accounts Payable Trade	0.00	2,500.08		GP Medical Supplies Ltd	Standard_Standard	Financial	06/07/2017	Jun-17	Actual
		2,500.08	2,500.08							

Next we will generate the payment of the invoice:

Menu – Open Items – Payment

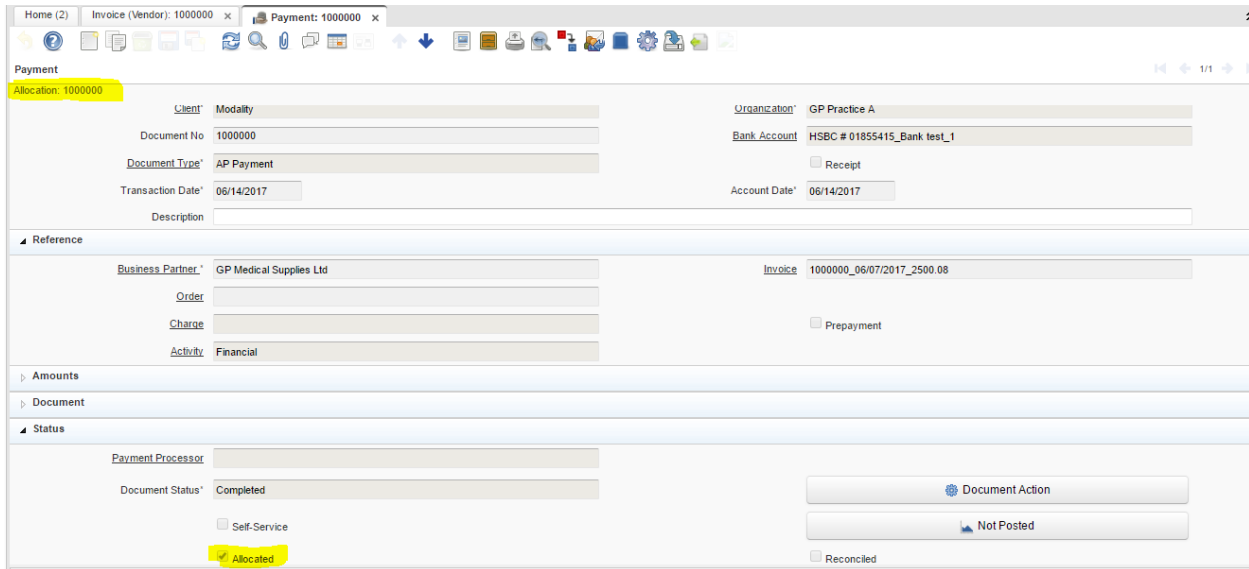


The screenshot shows the 'Payment' record for document number 1000000. The interface includes the following fields and sections:

- Client:** Modality
- Organization:** GP Practice A
- Document No:** 1000000
- Bank Account:** HSBC # 01855415_Bank test_1
- Document Type:** AP Payment
- Transaction Date:** 06/14/2017
- Account Date:** 06/14/2017
- Reference:**
 - Business Partner:** GP Medical Supplies Ltd
 - Invoice:** 1000000_06/07/2017_2500.08
 - Order:** (empty)
 - Charge:** (empty)
 - Activity:** Financial
 - Prepayment:** (checkbox)
- Amounts:**
 - Payment amount:** 2,500.08
 - Discount Amount:** 0.00
 - Currency:** USD
 - Write-off Amount:** 0.00
- Allocate TAB:** Shows 0 Records.
- Table:** A table with columns: Organization, Payment, Active, Invoice, Invoice Amt, Amount, Discount Amount, Write-off Amount, Over/Under Payment, Remaining Amt, Alloc. The table is currently empty with the message 'No Records found'.

- 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)



Home (2) Invoice (Vendor): 1000000 x Payment: 1000000 x

Payment

Allocation: 1000000

Client: Modality
Document No: 1000000
Document Type: AP Payment
Transaction Date: 06/14/2017
Description

Organization: GP Practice A
Bank Account: HSBC # 01855415_Bank test_1
Receipt
Account Date: 06/14/2017

Reference

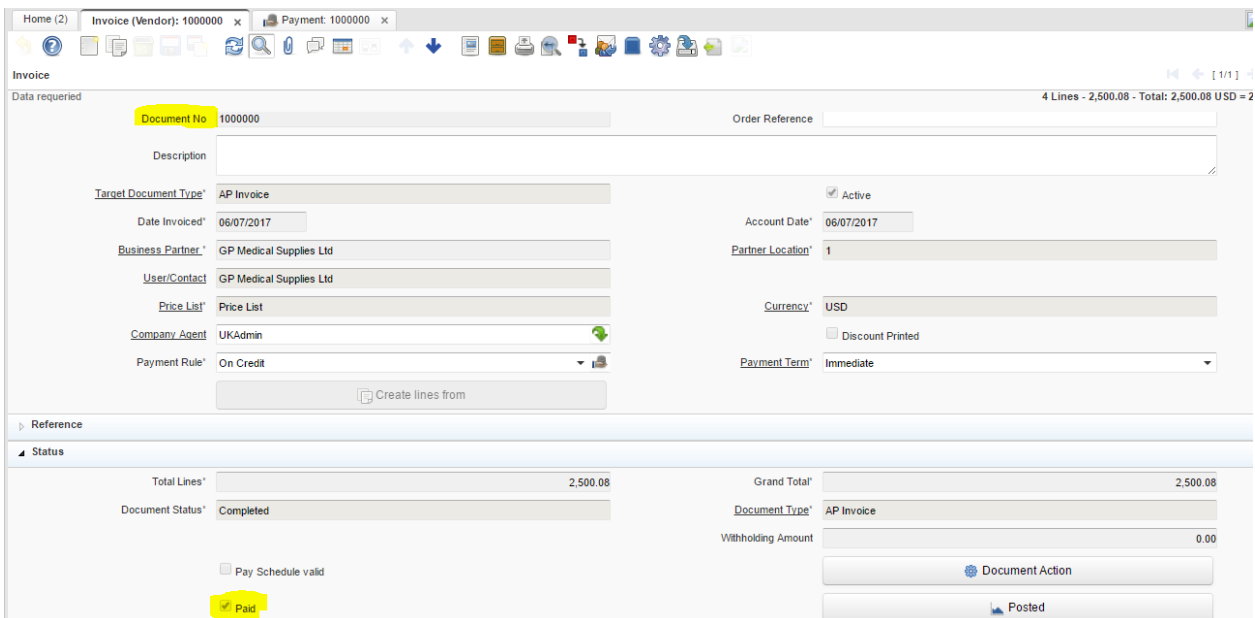
Business Partner: GP Medical Supplies Ltd
Invoice: 1000000_06/07/2017_2500.08
Order
Charge
Activity: Financial
Prepayment

Amounts
Document

Status

Payment Processor
Document Status: Completed
Self-Service
Allocated
Document Action
Not Posted
Reconciled

The invoice is marked as paid



Home (2) Invoice (Vendor): 1000000 x Payment: 1000000 x

Invoice

Data required: 4 Lines - 2,500.08 - Total: 2,500.08 USD = 2

Document No: 1000000
Order Reference
Description

Target Document Type: AP Invoice
Date Invoiced: 06/07/2017
Business Partner: GP Medical Supplies Ltd
User/Contact: GP Medical Supplies Ltd
Price List: Price List
Company Agent: UKAdmin
Payment Rule: On Credit
Create lines from

Active
Account Date: 06/07/2017
Partner Location: 1
Currency: USD
Discount Printed
Payment Term: Immediate

Reference

Status

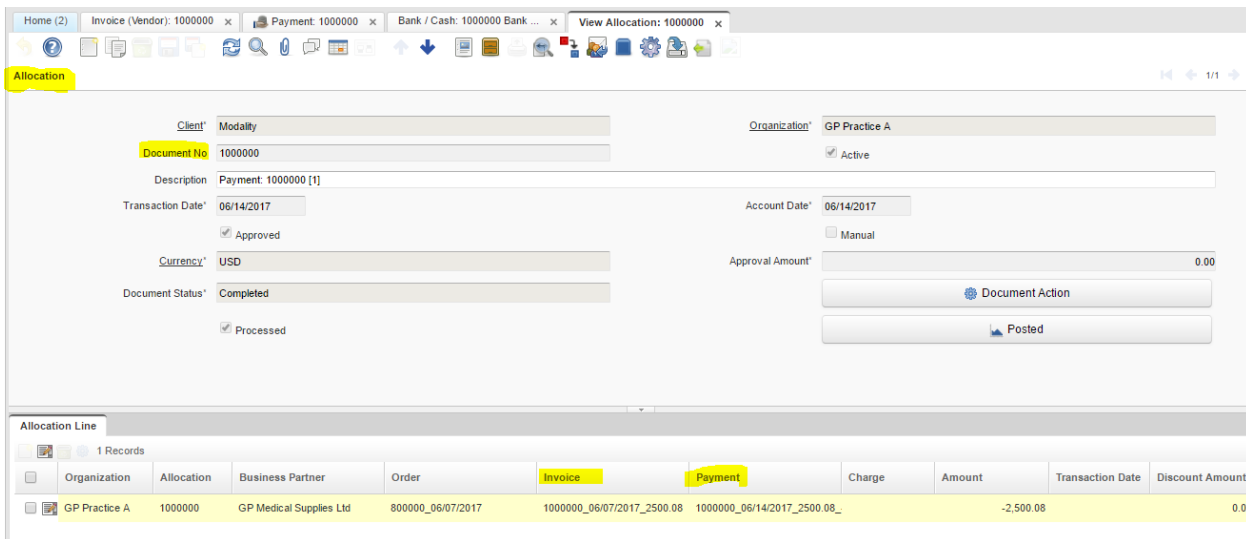
Total Lines: 2,500.08
Grand Total: 2,500.08
Document Status: Completed
Document Type: AP Invoice
Withholding Amount: 0.00
Pay Schedule valid
Paid
Document Action
Posted

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

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner	Project	Activity	Account Date	Period	PostingType
GP Practice A	21300_Payment selection	2,500.08	0.00		GP Medical Supplies Ltd	Standard_Standard	Financial	06/14/2017	Jun-17	Actual
GP Practice A	11110_Checking In-Transfer	0.00	2,500.08		GP Medical Supplies Ltd	Standard_Standard	Financial	06/14/2017	Jun-17	Actual
		2,500.08	2,500.08							

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

Menu – Open Items – View Allocation



Organization	Allocation	Business Partner	Order	Invoice	Payment	Charge	Amount	Transaction Date	Discount Amount
GP Practice A	1000000	GP Medical Supplies Ltd	800000_06/07/2017	1000000_06/07/2017_2500.08	1000000_06/14/2017_2500.08_		-2,500.08		0.00

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

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner	Project	Activity	Account Date	Period	PostingType
GP Practice A	21100_Accounts Payable Trade	2,500.08	0.00		GP Medical Supplies Ltd			06/14/2017	Jun-17	Actual
GP Practice A	21300_Payment selection	0.00	2,500.08		GP Medical Supplies Ltd			06/14/2017	Jun-17	Actual
		2,500.08	2,500.08							

This last record crosses the account payable as follows:

Invoice (Vendor)

Enter Query		View Result			
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:

Enter Query		View Result			
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:

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner
GP Practice A	21100_Accounts Payable Trade	2,500.08	0.00		GP Medical Supplies Ltd
GP Practice A	21300_Payment selection	0.00	2,500.08		GP Medical Supplies Ltd
		2,500.08	2,500.08		

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

Home (2) | Payment: 1000001 x

Payment

Data requested

Client: Modality
 Document No: 1000001
 Document Type: AR Receipt
 Transaction Date: 06/14/2017
 Description:

Organization: GP Practice A
 Bank Account: HSBC # 01855415_Bank test_1
 Receipt
 Account Date: 06/14/2017

Reference

Business Partner: GP Medical Supplies Ltd
 Order:
 Charge: interests
 Activity: Financial
 Invoice:
 Project: Standard_Standard
 Prepayment

Amounts

Payment amount: 50.00
 Discount Amount: 0.00
 Currency: USD
 Write-off Amount: 0.00

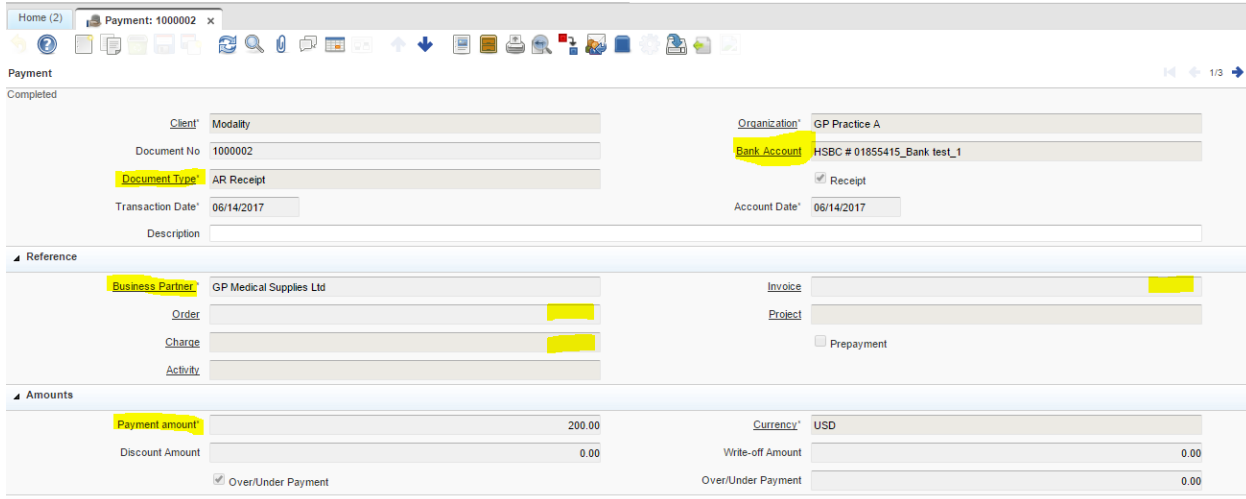
Home (2) | Payment: 1000001 x | Posting x

Organization	Account	Accounted Debit	Accounted Credit	Product	Business Partner	Project	Activity	Account Date	Period	PostingType
GP Practice A	11110_Checking In-Transfer	50.00	0.00		GP Medical Supplies Ltd	Standard_Standard	Financial	06/14/2017	Jun-17	Actual
GP Practice A	79600_Charge expense	0.00	50.00		GP Medical Supplies Ltd	Standard_Standard	Financial	06/14/2017	Jun-17	Actual
		50.00	50.00							

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

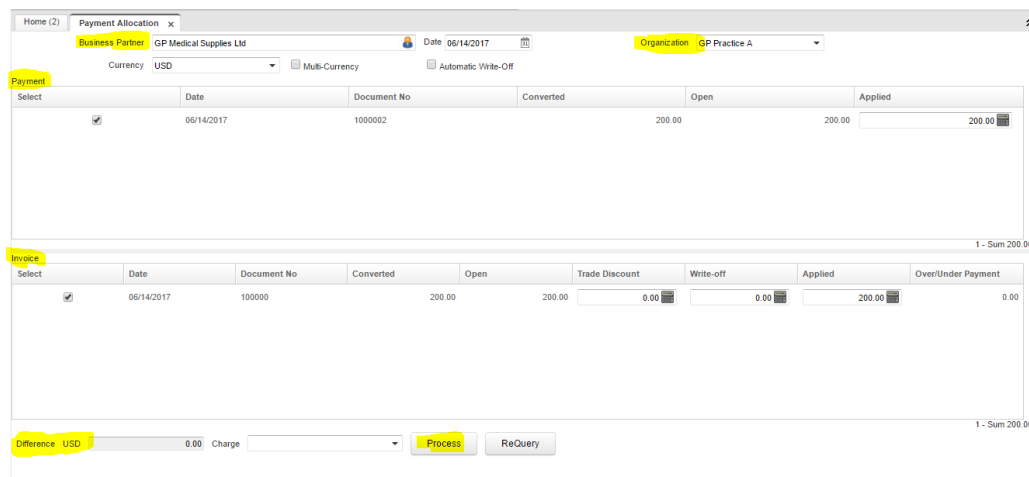
The receipt document is generated by the value received without indicating to which documents the payment corresponds

Menu – Open Items – Payment



Subsequently, when the user knows which invoice is being canceled proceeds to make the assignment

Menu – Open Items – Payment Allocation

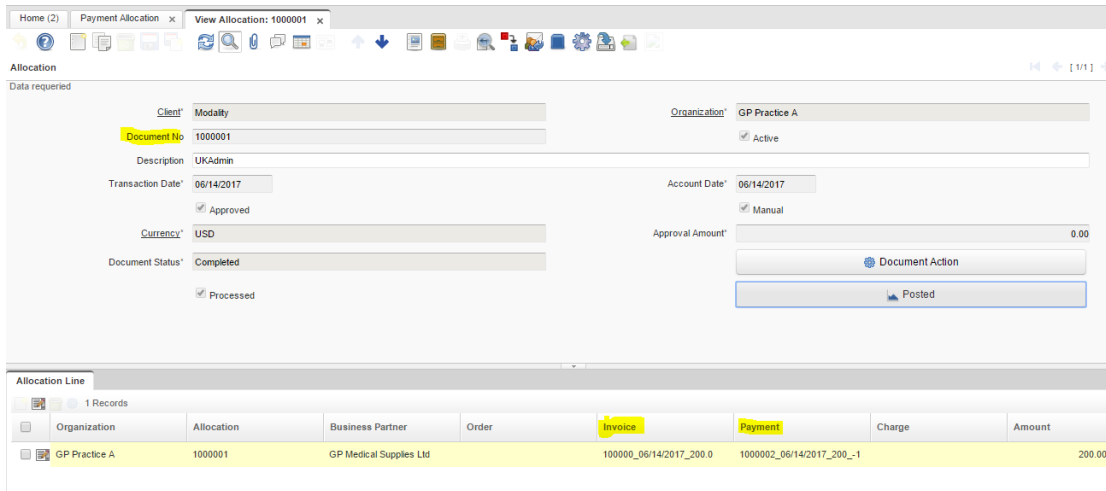


Payment					
Select	Date	Document No	Converted	Open	Applied
<input checked="" type="checkbox"/>	06/14/2017	1000002		200.00	200.00
					1 - Sum 200.00

Invoice								
Select	Date	Document No	Converted	Open	Trade Discount	Write-off	Applied	Over/Under Payment
<input checked="" type="checkbox"/>	06/14/2017	100000		200.00	0.00	0.00	200.00	0.00
								1 - Sum 200.00

Difference - USD 0.00 Charge

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



Allocation

Data requested

Client: Modality
 Document No: 1000001
 Description: UKAdmin
 Transaction Date: 06/14/2017
 Currency: USD
 Document Status: Completed

Organization: GP Practice A
 Active
 Account Date: 06/14/2017
 Manual
 Approval Amount: 0.00

Buttons: Document Action, Posted

Allocation Line

1 Records

Organization	Allocation	Business Partner	Order	Invoice	Payment	Charge	Amount
GP Practice A	1000001	GP Medical Supplies Ltd		100000_06/14/2017_200_0	1000002_06/14/2017_200_1		200.00

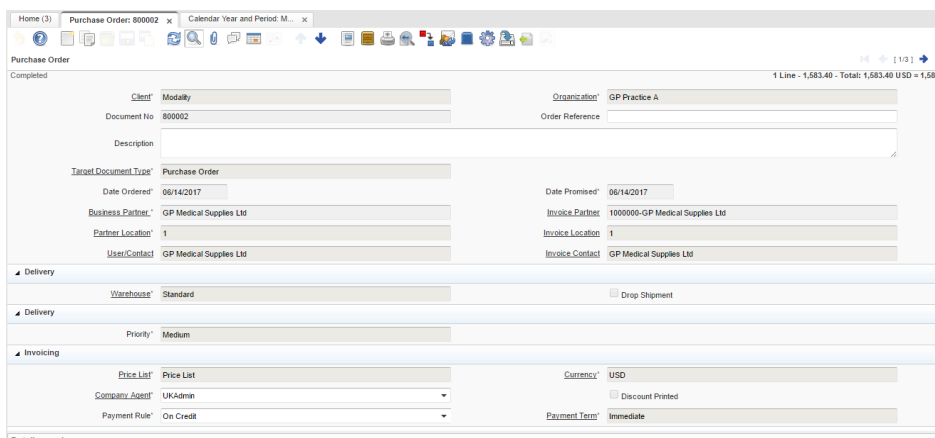
3.4. Advances Payments or receipts

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



Purchase Order

Completed

Client: Modality
 Document No: 800002
 Description:
 Target Document Type: Purchase Order
 Date Ordered: 06/14/2017
 Business Partner: GP Medical Supplies Ltd
 Partner Location: 1
 User Contact: GP Medical Supplies Ltd

Organization: GP Practice A
 Order Reference:
 Date Promised: 06/14/2017
 Invoice Partner: 1000000-GP Medical Supplies Ltd
 Invoice Location: 1
 Invoice Contact: GP Medical Supplies Ltd

1 Line - 1,583.40 - Total: 1,583.40 USD = 1,583.40

Delivery: Warehouse: Standard, Drop Shipment

Invoicing: Price List, Currency: USD, Company Agent: UKAdmin, Payment Rule: On Credit, Payment Term: Immediate

Menu – Open Items – Payment

Home (4) Purchase Order: 800002 x Payment: 1000003 x

Payment

Record saved

Client: Modality
 Document No: 1000003
 Document Type: AP Payment
 Transaction Date: 06/14/2017
 Description:

Organization: GP Practice A
 Bank Account: HSBC # 01855415_Bank test_1
 Receipt:
 Account Date: 06/14/2017

Reference

Business Partner: GP Medical Supplies Ltd
 Order: 800002_06/14/2017
 Charge
 Activity

Invoice
 Project
 Prepayment

Amounts

Payment amount: 1,583.40
 Discount Amount: 0.00
 Over/Under Payment:

Currency: USD
 Write-off Amount: 0.00

Document

Tender type: Check
 Online Access:
 POS Tender Type:

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>