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Version 1.0 **Publication date** 06/23/2023 **Created by** : SmartJSP **Reviewed by** : Andrés Rozo **Authorized by** Pedro Rozo **Document:** Idempiere First Steps (core) **All rights reserved.** This manual may be reproduced or transmitted by any electronic or mechanical means, including photocopying, magnetic recording, or any information storage media and reproduction system, keeping SmartJSP credits on it. (GNU licensed)

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Made in Colombia



Introduction

These are the basic/essential items (configuration) that you need to define to manage your financial processes, please go step by step creating one item at minimum per section depending on your business requirements

Note: As Indicated during previous lessons, please notice this is a simplified approach for agile business, for complete/complex environments we suggest to hire some of the Idempiere consultants of your preference close to your location or focussed in your industry

1. Bank & Accounts

System Admin – Organization Rules – Bank

Define the bank (Mandatory) and at least one account for each warehouse/POS.

| Home | Bank / Cash: | General Bank | × | | | | | | | |
|------------|--------------|---------------|-----|-----|---|-----------------|---------------|--------------|-------|---------|
| 9 🕐 | | 7 | 7 Q | 0 🗇 | | $\mathbf{\Phi}$ | i 🖪 🖉 | 🔍 🃑 🐼 🔳 | 🌕 🏝 🐖 | |
| Bank / Cas | h | | | | | | | | | ← 1/1 → |
| Record sav | ed | | | | | | | | | |
| | Client* | Pharmacy test | | | | | Organization* | Pos Pharmacy | | |
| | Name* | General Bank | | | | | | | | |
| | Description | | | | | | | | | |
| | | Active | | | | _ | | | | |
| | Address | | | | = | | | | | |
| | | 🕑 Own Bank | | | | | | | | |
| | Routing No* | 1 | | | | | | | | |
| | Swift code | | | | | | | | | |

- Enter the bank name into the Bank tab. Feel free to set up multiple bank name records here.
- Enter your bank account into the Account tab. Here, you can save more than one bank account.



- Set your bank account document. In this record, you will define the standard printing document for cash, a bank check, and other payment document rules. You could also set up many bank account documents.
- With the selected bank account, you can open the Accounting tab to check your accounting configuration.

With your bank account number, you can examine its accounting configuration in the Accounting tab. There is a list of default accounts that will be used for this bank account.

| | | | reedbac | ck Preterence | Change | e Role | П |
|--------------------------------------|--|-----------------------|---------------------|-----------------|--------|--------|---|
| Home Bank / Cash: Cash DPCI: 0 × | | | | | ⇔ ‰ | \$ 1 | ; |
| Select Query | ଆ 💼 🌖 C 📰 🖉 🕰 🏠 🖶 🕈 🔶 🕴 | | | | | | |
| Bank / Cash > Account > Accounting - | | | | | | 1/1 | |
| Data requeried | | | | | | | |
| Tenant | posPharmacy | Organization | • | | | | |
| Bank Account | Cash_DPCI: 01 BP 788 Abidjan 01, Côte d'Ivoire_1 | | | | | | |
| Accounting Schema | yelemPharmacy UN/35 CFA Franc BCEAO | | | | | | |
| | Z Active | | | | | | |
| Bank Asset | *B_ASSET | Bank In Transit | *-B_INTRANSIT | | é | 1 | |
| Payment Selection | *-B_PAYMENTSELECT | Unallocated Cash | *-B_UNALLOCATEDCASH | | ő | j – | |
| Bank Interest Expense | *B_INTERESTEXP | Bank Interest Revenue | *-B_INTERESTREV | | ő | ł. | |
| | | | | | | | |



2. Currency Configuration

An addition to the close cash process is to ask the cashier the number of bills and coins received every day, prior to proceeding with the closing cash process.

Before proceeding with closing cash you need to create the currency denominations, this can be done in the window 'Currency':

| Currency × | | |
|---|-------------------|-----|
| tuery ^{★*} New Query ^{**} | History records | • |
| up Record Advanced | | |
| | | |
| | ISO Currency Code | XOF |
| | | |
| | Description | |
| | | |

Look up your currency, in this case XOF:

| Home | Currency × | CQ |) 🕰 📩 📰 🗔 | ↑ | ↑ ∜⊡ | €. | N 🕅 🖑 | 🕞 🖷 🔓 | | |
|--------|--------------------------|-----------------|-----------------|--------|-------------|----|--------------|-------------------|------------------|-------------------|
| | | Client | System | | | | | | | Organization * |
| | ISO | Currency Code | XOF | | | | | | | |
| | | | | | | | | Synchronize Curre | ncy Denomination | |
| | | Symbol | CFAF | | | | | | | |
| | | Description | CFA Franc BCEAO | | | | | | | |
| | | 6 | Active | | | | | | | |
| | Star | ndard Precision | | | | | | 0 | | Costing Precision |
| Conver | rsion Rates Currency Der | nomination | | | | | | | | |
| | 1 🛅 👶 8 Records | | | | | | | | | |
| | Denomination Type | Denomination | Value | Active | | | | | | |
| | Banknotes | 1000 XOF | 1,000.0 | - | | | | | | |
| | Banknotes | 2000 XOF | 2,000.0 | 4 | | | | | | |
| | Banknotes | 500 XOF | 500.0 | 4 | | | | | | |
| | Coin | 1 KOF | 1.0 | 4 | | | | | | |
| | Coin | 10 KOF | 10.0 | 4 | | | | | | |
| | Coin | 100 KOF | 100.0 | 1 | | | | | | |
| | Banknotes | 5000 XOF | 5,000.0 | 1 | | | | | | |
| | Banknotes | 10000 XOF | 10,000.0 | 1 | | | | | | |

On the Currency Denomination TAB you can create all the Banknotes (Bills) and Coins with their respective value, once these Denominations have been created, lets click on the button on the top part of the screen:



Synchronize Currency Denomination

This button will synchronize these values into the prepare close cash process, after clicking, you will see the following fields on the previous on the Prepare Close Cash Process TAB:

| Home Currency × Prepare Close Cash × | |
|--------------------------------------|------------|
| Do you want to start the Process? | |
| CloseCashType | Partial 💌 |
| Date | 12/11/2018 |
| 1 KOF | |
| 10 KOF | |
| 100 KOF | |
| | |
| 500 XOF | |
| 500 XOF | |
| 1000 XOF | |
| 2000 XOF | |
| 5000 XOF | |
| 10000 XOF | |
| | |
| | |

🔲 Run as Job



3. Open Accounting Periods

Before starting to create POS transactions between your POS (Point of Sale) and the ERP you need to open the current accounting period, login with an Admin role, and go to the window: Calendar, year, period, choose your current year tab, next your desired month (period to open), and push the open/close ALL.

| | 2 | lient posPharm | асу | | | | Organizatio | <u>n</u> * |
|----------------------|--|---|----------------------|-------------|------------------|--|-------------|------------|
| Name yelemPharmacy C | | | | | | | | |
| | Desc | ption | | | | | | |
| | | Active | | | | | | |
| | | | | | | | | |
| | | | | | | | . V | |
| rear (| | | | | | | | |
| rear | ▶ Period ▶ Period Control Non Bu | iness Day | | | | | | |
| | Period Period Control Non Bu 1 1 6 Records | siness Day | | | | | | |
| 6 | | siness Day | Year | Description | Activ | e Create Periods | | |
| - | Organization GRecords Calendar | nacy Calendar | Year 2019 | Description | Activ | e Create Periods Create Periods | | |
| | Organization Calendar | | | Description | | | - | |
| | Organization Calendar · yelemPha · yelemPha | macy Calendar | 2019 | Description | R | Create Periods | 1 | |
| | Organization Calendar • yelemPha • yelemPha | macy Calendar macy Calendar | 2019 2018 | Description | × | Create Periods Create Periods | | |
| 6 | Organization Catendar Velocity Veloci | macy Calendar macy Calendar macy Calendar | 2019 2018 2017 | Description | 2 2 2 2 | Create Periods Create Periods Create Periods | 1 k | |



| | | Client | posPharmacy | | | | | | 2 | Drganization | |
|------|--------------------|--|--------------------|---|--------------------|------------------|--|--|--|---|--|
| | | Calendar | yelemPharmacy Cale | ndar | | | | | | | |
| | | Year | 2019 | | | | | | | | |
| | | Description | | | | | | | | | |
| | | | ✓ Active | | | | | | | | |
| | | | | | reate Periods | | | | | | |
| | | | | Op | n/Close All | | | | | | |
| eric | d Period Control | | | С | hange Period Statu | s for all Period | Controls of | this Period | | | |
| 5 | 🖌 🍵 🛄 🔅 12 Records | | | | Period Action | Open Period | | | - | | |
| | Organization | Year | Period N | | | Run as Job | | | • | | Open/Close All |
| | | 2019 | | 1 janv19 | | | | | | Period | Open/Close All |
| | | 2019 | | 2 fávr 10 Save | ed Parameters | - | | | | Period | Open/Close All |
| | | 2019 | | 2 1011. 10 | | | | | | | |
| | | 2019 | | 3 mars-19 | | | | Ок | O Cancel | Period | Open/Close All |
| | | | | | | Z | 04/01/2019 | ⊘ок 04/30/2019 | Standard Calend | | Open/Close All Open/Close All |
| | | 2019 | | 3 mars-19 | | 2 | | - | | ar Period | |
| | | 2019 2019 | | 3 mars-19 4 avr19 | | 8 | 04/01/2019 | 04/30/2019 | Standard Calend | ar Period ar Period | Open/Close All |
| | | 2019 2019 2019 | | 3 mars-19 4 avr19 5 mai-19 | | e e | 04/01/2019 05/01/2019 | 04/30/2019 05/31/2019 | Standard Calend Standard Calend | ar Period ar Period ar Period | Open/Close All Open/Close All |
| | | 2019 2019 2019 2019 2019 | | 3 mars-19 4 avr-19 5 mai-19 6 juin-19 | | 8 8 | 04/01/2019 05/01/2019 06/01/2019 | 04/30/2019 05/31/2019 06/30/2019 | Standard Calend Standard Calend Standard Calend | ar Period ar Period ar Period ar Period | Open/Close All Open/Close All Open/Close All |
| | | 2019 2019 2019 2019 2019 2019 | | 3 mars-19 4 avr19 5 mai-19 6 juin-19 7 juil19 | | 8 8 | 04/01/2019 05/01/2019 06/01/2019 07/01/2019 | 04/30/2019 05/31/2019 06/30/2019 07/31/2019 | Standard Calend Standard Calend Standard Calend Standard Calend | ar Period ar Period ar Period ar Period ar Period | Open/Close All Open/Close All Open/Close All Open/Close All |

The Open/Close All function can be found in the process button.

| Home Import Account: 3 Owne | r's 🛪 🛛 Calendar Year and | I Period: P × | | | | | | * |
|-----------------------------|---------------------------|-------------------|--------|---------------|---------------------|----------|---------|--------------|
|) 2 6 1 1 1 | ତ୍ର C 🔍 🛛 ର 🏅 | | ήE | 3 🗏 🍳 📲 🔛 🕅 | 📫 📑 📾 📖 | | | |
| Calendar > Year > Period | | | | | Open/Close All | | ≪ K ₀/1 | 2 X X |
| | | | | | | | | |
| Client | Pharmacy Test 3 | | | | Organization * | | | |
| Year | 2020 | | | | | | | |
| Period No | | | | 6 🔢 | | | | |
| Name | Jun-20 | | | | | | | |
| | Active | | | | | | | |
| Start Date | | | | | End Data Companyoon | # | | |
| | | | | | End Date 06/30/2020 | | | |
| Period Type | Standard Calendar Period | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Period Control | | | | | | | | |
| 🔀 🗾 🍿 🖳 🛟 33 Records | | | | | | | < 1 | /4 > |
| Organization | Period | Document BaseType | Active | Period Status | Period Action | | | |
| 0 🗷 * | Jun-20 | AP Credit Memo | | Never opened | <no action=""></no> | | | * |
| • | Jun-20 | AP Invoice | | Never opened | <no action=""></no> | | | |



4. Taxation

Creating a tax category for Purchases, Sales and Standard is recommended, which is the default in the case of products which have no tax.

| Home | Tax Category: Standard | | | | | | | |
|------------|------------------------|-------------------|-------------------|--------|---------|--|--|--|
| \bigcirc |) 📑 📭 🔂 🗔 🖷 | 29. 0 🖓 🎟 🖬 🛧 🔸 🗐 | 🔳 🛎 🔍 🍡 😹 🔳 🔅 🏝 🖘 | | | | | |
| Tax Cat | ax Category | | | | | | | |
| Record : | saved | | | | | | | |
| | Organization | Name | Description | Active | Default | | | |
| | ż | Purchase Tax | | 1 | | | | |
| | ż | Sales Tax | | 1 | | | | |
| | * | Standard | | | | | | |

Performance Analysis – Accounting Rules - TAX CATEGORY

TAX RATE NOTE: Define just one tax rate for each tax category given that the SmartPOS supports just one per product

Performance Analysis – Accounting Rules - TAX Rate

| Home | | rd x | 0 🖓 🔳 | | ♠ ♦ 🔚 🗎 | s 🗨 🍡 🐼 🔳 🤅 |
|------|--------------|--------------|----------|---------|--------------|-------------|
| | Organization | Name | D Active | Default | Tax Category | Valid from |
| | Pos Pharmacy | Purchase Tax | 4 | | Purchase Tax | 01/01/2014 |
| | Pos Pharmacy | Sales Tax | 1 | 4 | Sales Tax | 01/01/2014 |
| . 3 | Pos Pharmacy | Standard | | | Standard | 01/01/2014 |

Contains the field Country group



| Home Tax Rate: Standard 🛪 | | | * |
|---------------------------|-----------------------------------|-----------------------------------|--------------------------|
| 👌 🔞 🐁 📾 🖬 🖾 🐴 🚫 🕯 | 🔍 🗈 🚍 🐹 🐟 🔸 🧖 😂 👝 🛍 🝜 😹 🛒 🔿 🗞 🚳 1 | | |
| Tax | | | مرز (م ۱/4) |
| Client | posPharmacy | Organization | posPharmacy |
| Name | Standard | | |
| Description | | | |
| | ☑ Active | | Default |
| Tax Category | Standard | Valid from | 01/01/1990 |
| | SO Tax exempt | | Requires Tax Certificate |
| | Document Level | | Sales Tax |
| | Summary Level | Parent Tax | ۲ |
| SO/PO Type | Both | Tax Indicator | r [] |
| Rate | 0.0 | 1 | |
| Country Group | | • <u>To</u> | ↓ |
| Country | | • <u>To</u> | ۱ (|
| Region | | - Io | · |
| Tax Provider | | | |

Each product is assigned the category of tax to which it belongs

Global Tax Configuration Just For POS Transactions

*This Parameter is Defined in the Organization Window- POS Configuration TAB

Some countries require a unique TAX for POS transactions, this be control configured in the organization variable: POS TAX: Check if the POS tax always applies.

- Checked. It will take the tax category id from the : TAX DISCOUNT organization variable
- Unchecked. It will take the tax category from the normal tax category of the ERP



5. Charges

Performance Analysis – Accounting Rules – Charge

Charges: Create a type of charge, for tips and insurance coverage charges to be generated in the POS

| Home | Charge: Tips Service x | | ¢ = = < | • | e - & R | a 🖓 🔳 🔅 🏝 🕤 |
|---------------------|------------------------|--------------------|--------------------|--------|---------------|--------------|
| Charge Record saved | | | | | | |
| | Organization | Name | Description | Active | Charge amount | Tax Category |
| | Pos Pharmacy | Insurance coverage | Insurance coverage | 1 | 0.00 | Standard |
| | Pos Pharmacy | Tips Service | Tips Service | | 0.00 | Sales Tax |

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