ConSoft-Accounting ERP

User Manual
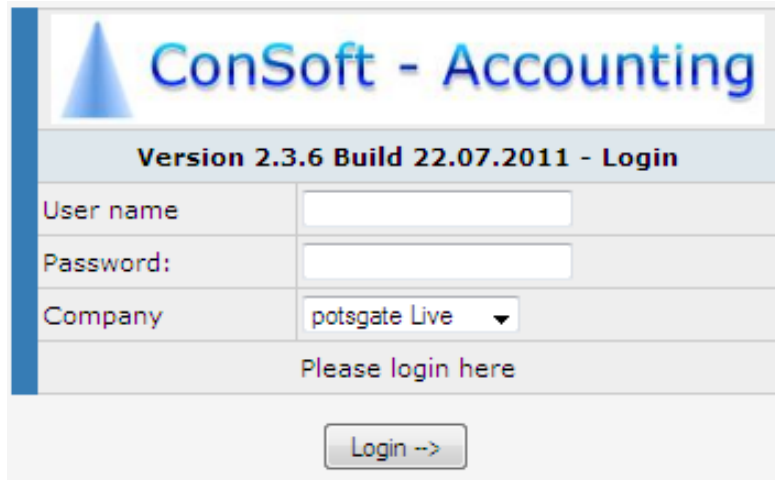
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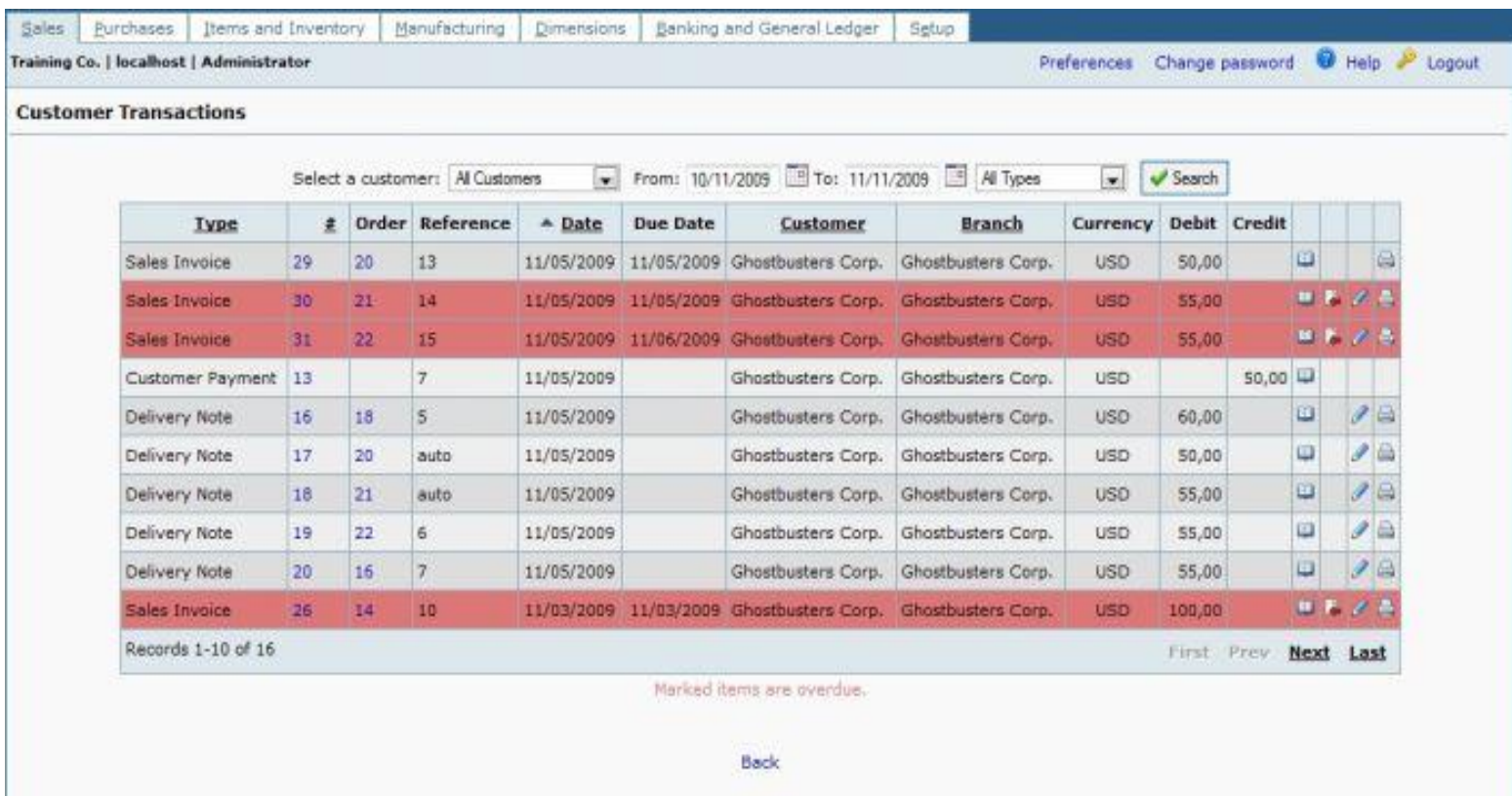
ConSoft-Accounting is a professional web-based Accounting system for the entire ERP chain written in PHP, using MySQL. ConSoft-Accounting   is multilingual and multicurrency.

To start using the system click the Consoft-Accounting icon on your desktop then login using the username and password you would have been given by the administrator or trainer as below :

Below is the general format of the system:

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Features

ConSoft-Accounting , features.

1. ConSoft-Accounting is a user-friendly, web-based Accounting and ERP system.
2. You also need a PDF reader on your local machine, e.g. Adobe Acrobat Reader to view and print out the reports. You probably already got this program on your machine, otherwise download it from Adobe.
3. Finally you need GD installed on your server (>= v2.0). Most hosts has this installed. This is used by the Business Graphics.
4. Optional Replacement of Listboxes for Items, Customers and/or Suppliers with a Search Box.
5. ConSoft-Accounting is sealed to avoid XSS Attacks via js db injection.
6. Datepicker included in all date fields. Also shows weeknumber.
7. Full Ajax Implementation. No reload of pages when updating forms.
8. Advanced PDF Engine included. Full Support for unicode and right-to-left (utf8bidi).
9. Good support for upgrading database changes from earlier release
10. Accelerator keys in menus. Arrow navigations in menus.
11. Support for default buttons with Ctrl-Enter/Escape hotkeys (>= 2.2)
12. Grouping listboxes where appropriate
13. Sortable database paging in inquiries with many records
14. Improved layout in long forms (now double sided).
15. Preparing for install of menu extensions (not modules)
16. Document files in doc subdirectory
17. An inactive field in most 'catalog' tables to prepare for making records inactive.
18. Option for graphic links instead of text links in tables.
19. Option to use last document date on subsequent new documents (>= 2.2).
20. Optional Wiki Help Integration.
21. Bank Charge field in Customer/Supplier Payment (>= 2.2).
22. Audit Trail for all operations with Report (>= 2.2).

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Basic features

Sales (accounts receivable)

- sales
- unlimited number of customers
- customer branches
- sales quotations (with inquiry and creating of sales orders) (>=2.2)
- sales orders (can be printed as quotes)
- delivery to invoice
- separation of customer invoice issue and goods delivery.
- invoicing (with optional payment link)
- credit notes
- documents can have more than one row with the same stock id.
- direct delivery.
- direct invoice.
- batch invoicing for more than one delivery.
- template delivery and invoicing. can be marked in sales order inquiry.
- most of sales documents are editable.
- links to print documents after entry.
- links to print documents in inquiries.
- line descriptions in sales documents can be edited and printing of documents handles multiple line of descriptions.
- point of sales (POS) definitions for better handling of cash sales
- sales groups for grouping customer branches.
- recurrent invoices
- dimensions can be selected on sales delivery and invoices.
- accumulating of shipping costs and legal text on invoices
- new printed document layout
- deposits, single and batch, allocations.
- immediate allocation when paying (>=2.2).
- sales areas
- sales types
- salesmen
- salesman provisions and breakpoints for calculating provisions for salesmen. salesmen report.
- shipping companies

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Purchase (accounts payable)
- unlimited number of suppliers
- purchase orders
- goods receival notes (GRN)
- supplier invoices, with received items and GL items
- supplier price lists.
- conversion factor in purchasing prices
- purchasable prices with up to 6 decimals.
- various payment terms.
- supplier credit notes show only invoices for a period
- 'credit this' link in supplier inquiry
- immediate allocation when paying (>= 2.2).
- attachment of scanned documents

Items and inventory
- unlimited number of stock and none-stock items
- item categories
- item locations
- price lists also in various currencies
- adjustments
- location transfers
- re-order levels (option: email notification when stocks available are below re-order levels).
- automatic calculation of average item material cost from po delivery and work order entry.
- automatic calculation of prices from home currency and base sales type settings.
- automatic calculation of prices from percent addition on standard costs. prices rounded to nearest xx cent (>= 2.2).
- quantity decimals now use the item units if any.
- item kit sets for order/sales speed up
- foreign codes registration for barcode scanner entry.

Manufacturing
- bills of material
- work centre inquiries
- advanced production and simple assembling
- work order entries
- printing/emailing of work orders (>= 2.2)

Dimensions
- use up to 2 levels
- dimensions can be used as projects, cost centres, departments, inventories (the general ledger can be selected over several years) or whatever you define them to be
- dimension view shows account balance
- dimension due date and costs follow-up.

Bank
- several bank accounts
- detailed payments and deposits
- currencies
- currency rates by date (historical)
- bank inquiries and reports.
- bank accounts reconciliation

General ledger
- unlimited number of accounts
- account classes
- account groups (types)
- manual journal entry with dimensions entry
- budget entry even on dimensions.
- detailed inquiries and reports.
- journal enquiry with edition/view of journal entries (>= 2.2)

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- quick entries (preset GL transactions) in bank deposit/payment, journal entry and supplier invoice/credit
- closing a fiscal year also closes the balances and brings forward retained earnings
- deleting a fiscal year removes all transactions and convert into relevant open balances (>= 2.2)

Reports
- a considerable amount of reports can easily be printed out into PDF.
- from release 2.1.0 RC you can also select the destination Excel (XLS).
- most general ledger reports can be filtered by dimensions
- period selections can be made over several financial years.
- documents with forms and logos can be batch printed out and automatically emailed customers - invoices can be selected with an electronic payment link.
- customer/supplier balances with open balance (>= 2.2)
- several reports can be supplied with Business Graphics. Options are charts with Horizontal bars, Vertical bars, Dots, Lines, Pies and Donuts.

Access levels and adaptation
- unlimited number of companies can be created, and their databases can be placed anywhere in the world.
- if you only have access to one database, a table-prefix can be used enabling you to have all your companies placed inside one database.
- unlimited number of financial (fiscal) years. Financial years can be closed against entries.
- multi-user access with different privileges. Renewed in 2.2.
- voiding of transactions
- reprinting of transactions
- backup and restore of companies.
- more than one GST (VAT) levels.
- a date picker alongside all date fields including weeknumbers.
- a simple audit trail (stamping GL transactions with username)
- module addons for creating export/import to/from ConSoft-Accounting (from release 1.1)
- extension addons for creating own menu tabs and applications (from release 2.1)

Advanced features

Advanced GST (VAT) handling
- several GST (VAT) definitions with GST (VAT) groups
- definition of GST (VAT) included
- GST (VAT) can be selected on a per customer, supplier or item level
- advanced GST (VAT) inquiry and report showing details and outputs/inputs.

Full currency support
- historical currency rates
- multi-currency bank accounts, customers and suppliers.

Several languages are ready
- full support for localization by the GNU's gettext package.
- many languages are ready. Look at Sourceforge.net. Need proofreading by local auditors or accountants.
- several chart of accounts are available in the download section.
- full support for right to left (rtl) screens and reports (arabic).
- support for Jalali or Islamic calendars.

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Installation

Pre-requisites
- A working HTTP web server.
- PHP installed on the web server.
- A working MySQL server - with innodb tables enabled (see notes below)
- Adobe Acrobat Reader - or another PDF reader for viewing the PDF reports before printing them out.

Important Notes
- One critical aspect of the PHP installation is the setting of session.auto_start in the php.ini file. Some rpm distributions of PHP have the default setting of session.auto_start = 1. This starts a new session at the beginning of each script. However, this makes it impossible to instantiate any class objects that the system relies on. Classes are used extensively by this system. When sessions are required they are started by the system and this setting of session.auto_start can and should be set to 0.
- For security reasons both Register Globals and Magic Quotes php settings should be set to Off. When ConSoft-Accounting is used with www server running php as Apache module, respective flags are set in .htaccess file. When your server uses CGI interface to PHP you should set magic_quotes_gpc = 0 and register_globals = 0 in php.ini file.
- Innodb tables must be enabled in the MySQL server. These tables allow database transactions which are a critical component of the software. This is enabled by default in the newer versions of MySQL. If you need to enable it yourself, consult the MySQL manual.
- ConSoft-Accounting is implemented and tested with MySQL. Generally it should work with other databases, but this is not supported in any way at the moment.
- In order for the install script to run properly, you must have full read/write/execute access to the following directories:
  - root directory of ConSoft-Accounting (ie. public_html/account)
  - lang/ subdirectory
  - modules/ subdirectory
  - company/* subdirectories
- New installations will not have a file called config_db.php. It is created by the install script. In order for it to be written, the root directory of the installation must have read/write/execute access for all ('other' in *nix) users.

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System Setup

Introduction

Before you can use your installed/updated company there are some important settings you have to enter to tell ConSoft-Accounting how to act.

1. Enter **Setup** tab, **System and General GL Setup**.
    - o Set the correct Accounts for Retained Earnings, Profit/Loss Year, Bank Charge and all the other default Accounts.
      If you want to add more accounts, go to **Banking and General Ledger**, **GL Accounts** and create the missing accounts.
    - o Check that the other values are correctly set.
2. Enter **Setup** tab, **Company Setup**.
    - o If this is your own company, change to relevant data.
    - o If you want Automatic Price Calculation from Standard Cost, add a percent to add and eventually round to the nearest XX Cent. Also check that Base for Auto Price calculations is set.
3. Enter **Setup** tab, **Access Setup**.
    - o Check all the roles and change as you please. The roles have been converted from the former Access Roles and may need some changes.
4. Enter **Setup** tab, **Fiscal Years**.
    - o Check that you have the correct fiscal year entered. If not, create the fiscal year and go into **Company Setup** and select this new fiscal year.
5. Enter **Setup** tab, **Points of Sales**.
    - o Enter at least one Points of Sales. If you haven't setup a Cash Account, go into **Banking and General Ledger** tab, **Bank Accounts** and create a cash account. Go back to **Points of Sales** and fill out the rest.
6. Before starting with sales orders, invoices etc, you must first configure Tax system configuration and entry some data:
    - o Create some **Taxes**, **Tax Groups** for your country. Again, if you need some accounts, go to **Banking and General Ledger**, **GL Accounts**.
    - o Create some **Item Categories** and **Items**.
    - o Create some **Customers and Customer Branches** and **Suppliers**.
    - o If you miss some settings, ConSoft-Accounting will display warnings.

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System and General GL Setup

Purpose
Setup default values and GL account assignments for various aspects of your business.

Procedure
First, you must make sure the GL accounts you need are already setup under GL Accounts. Then, using the drop-down lists, assign the GL accounts you want used by default for:

1. General GL Accounts
2. Customers & Sales (Shipping and Handling)
3. Customers & Sales Defaults
4. Suppliers and Purchasing Defaults (See: Suppliers)
5. Items Defaults (See: Item Categories and Items)

Other Defaults you will need to set up are:

1. Past Due interval - Number of days between each past-due periods. A value of 30 is typical for most companies. (ie, 1-30 (first period), 31-60 (second period), 61-90 (third period), etc)
2. Default Credit Limit - Default credit limit for new accounts. (See: Add and Manager Customers)
3. Legal Text on Invoice - Any legal text, like terms and interest charges for overdue payments, which you want included on all invoices.
4. Deliveries Required by - Number of days by which a sales order is considered overdue for shipping.
5. Dimensions Required by - Number of days by which a dimension is considered overdue.
6. Delivery/Invoice Allowance - Percentage by which you allow for deviation in pricing.
7. Allow Negative Inventory - All inventory to be have a negative value. See the tips and tricks below for more information.
8. Work Order Required by - Number of days to allow for manufacturing of items.

Tips and Tricks
The problems with the 'Allow Negative Stock' has earlier set the Average Material Cost to 0 when stock went below 0. This was due to the unsecurity about which prices to use during the 'negative' period. We have now fixed this, from release 2.2.6, so it works almost like in Oracle and QuickBooks. The Average Material Cost still stays there from the last transactions before the stock went below 0. This value is used when delivering items. When a PO arrives or an Item Adjustment is done, the average material cost is now based on this new value until the stock again is above 0. The GL Inventory/COGS accounts are adjusted to the correct prices for deliveries during the 'negative' period. A Cost Update is done in the background. Then, when stock is above 0, the normal algorithms works as before.

If you have the 'Allow negative stocks' marked, you can set the Standard Costs for new items, even if there is no stock in there yet. This value will be used during deliveries. When the correct prices are there, the GL accounts are updated just as before. But doing this will help you getting an estimated COGS. If you don't enter the Standard Cost, you will have to wait with COGS until there are better prices available (when entering POs or Item Adjustments).

Company Setup

Purpose
Company Accounts Settings and Parameters, default values and preferences are entered here.

Screenshot
Taken from ConSoft-Accounting   v2.2.7

Procedure
- **Search Item List**
- **Search Customer List**
- **Search Supplier List**

If you turn on the search facility (a check mark in the box), you can get all the items by pressing a space in the item list and then a * and tab. Then you get all the items. You can also press the first characters or some other matching characters then you will only get the items that matches the search.link text

These search lists are more for those having a bunch of Items/Customers/Suppliers.

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Automatic Price Calculation

Calculate sales price from standard cost

You can have automatic sales price calculation for items that do not have any prices in Sales Prices entered. This works independently from the Base Price List setting, but if the factor is set in the other Sales Type Lists it works together with them.

Preparing and operation

Go into **Setup** tab - **Company Setup**.

In the field, **Base for auto price calculation**, set a Base Price List. In the field, **Add Price from Std cost**, enter the % that you want to increase from the average standard costs for the items not listed in the Item Price List. If this value is empty there are no automatic price calculations. BE aware that an increase value of 0 will calculate the price to be the same as the Std cost. So to remove the calculation, just empty the field. It will then get an internal value of -1.
If the average standard costs is 0, the calculation would result in 0 as well.

The field, **Round to nearest xxx Cents**, will round the calculated result to the nearest Cent entered. If you have 2 decimals in the amounts the value 100 would be divided by the xxx value. If you have 3 decimals in the amounts the value 1000 will be divided by the xxx value. If there is no fraction, the value will be rounded up to the nearest xxx value. If there is a fraction, the value xxx will be subtracted from the value (100-xxx) or (1000-xxx).

Let us take an example:

Item standard cost = 20.77
Decimals = 2
Value to increase the items with = 70 (%), Round to nearest value = 5

the pow(10, 2) = 100. 100 divided by 5 = 20 and no fraction. Price after increase = 20.77 * (1 + 70 / 100) = 35.309. Rounded to nearest 5 cent value = 35.35;

Let us set the Round to nearest value = 95.

The value 100 / 95 = 1 and a fraction of 95. The Price will still be calculated to 35.309. Now the value will be rounded to 36.00 and subtracted by (100 - 95) = 35.95.

So you see it is very flexible. If you have larger prices you can even round up to nearest 10, 100 by setting the rounding to nearest value = 1000 or 10000. \\ But take care if you have different prices, large prices and small prices. It might not be a good idea to round a value of 10.77 to 100.
If there is a base price list set and for instance a factor 0.7 the price list in foreign currencies are calculated as well. And again, if a 'Round to nearest' value is set to other than 1 the foreign prices are rounded in the same way as explained above.

This new price calculation should work with sales kits too.

Tax system configuration

Tax system in ConSoft-Accounting   is somewhat complex, but flexible enough to accommodate nearly all tax rules. The system contains the following configurable elements:

Taxes

Definitions of all used tax rates/types used in Item Tax Types and/or Tax Groups.

Tax Groups

Tax rates sets for various groups of customers. More commonly some group for domestic customer and another for export sales is defined.

Item Tax Types

Groups of all tax rates (types) appropriate for some kind of goods sold. For historical reasons Item Tax Types are defined in reverse way i.e. the item tax type contains all tax rates which are not explicitly exempted.

Basically the tax calculated is selected as intersection of set of taxes applicable to item and set of taxes applicable to customer/supplier.

Important: Tax Groups are not accessible by default. In order to access this field, you will need to go the Setup tab and select Access Setup. Enable Tax Groups under the Banking & GL Config heading.

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Example

Hypothetical VAT system with 2 rates for domestic trade and special single 1% export tax will have following settings:

1. Taxes:
   - VAT 19% , VAT 5% ,Export tax 1%
2. Tax Groups:
   - 'VAT' - includes types VAT 19% and VAT 5%. Set for domestic customers
   - 'Export' - only Export tax 1%. Set for foreign sale.
3. Item Tax Type:
   - 'Regular' goods: VAT 19% and Export tax 1% (%5VAT is exempt)
   - 'Preferenced' goods: VAT 5% and Export tax 1% (19%VAT is exempt)

Now, if you sell preferenced goods with lower VAT rate (say food) for domestic customers the result VAT is 5%:

(5% VAT, 1% Exp) X (5% VAT, 19% VAT) => 5% VAT

For items taxed with regular rate:

(19% VAT, 1% Exp) X (5% VAT, 19% VAT) => 19% VAT

If you sell regular goods with regular VAT rate to foreign customer the result tax is always 1%:

(19% VAT, 1% Exp) X (1% Exp) => 1% Exp

or:

(5% VAT, 1% Exp) X (1% Exp) => 1% Exp

This method works right for any customer/supplier/items tax arrangements, providing correct tax setup. Maybe this is not straight forward, but it works right for most local tax systems.

Using the Tax System

1. After you have setup your Tax System it is time to explain how to use the Tax System in practice.
2. Let us say, that you have a Tax Reporting Period of 1 month and you have to report this per the 15th of the following month.
3. Then you will run The Tax Report somewhere between the 1st and the 15th of the following month.
4. Let us say that you have to report the Tax on Feb, 15. You run a Tax Report, and if you have set the period value and the months back value to 1 in the Company Setup, ConSoft-Accounting   will suggest the period 01/01/2010 to 01/31/2010. Print out this report.
5. Before we go any further, it is time to consider how the Tax Transaction Details are collected. They are kept inside a table, called tax_trans_details. This table also holds the tax details for all documents and quick entries.
6. To avoid booking The Payment directly against the Tax Accounts, we should create or use an Accrued Account for our Tax collection.
7. So per 01/31/2010 we would enter a JE where we empty the Tax Accounts and counter book them on the Accrued Tax Account.
8. Now, when you pay the Tax via Bank Payment, you debit this Accrued Tax Account and your bank account is credited.
9. If you should have a Tax collect, you would of course use the Bank Deposit instead, and book the other way round.
10. So you see, it is mandatory to use an accrued Tax Account, if you pay later than the Reporting Period. If you pay later using the Tax Accounts directly, you will destroy the Tax Information for the next period (month).
11. Next period (month), when you run the next Tax Report, ConSoft-Accounting   will suggest the period from 02/01/2010 to 02/28/2010 and the transactions from January (where you emptied the tax accounts) are NOT included in the report.

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How to configure ConSoft-Accounting

Here are some of the configurations you will want to make to a clean install of ConSoft-Accounting. Of course every installation is different but these steps will hopefully give you a starting position.

Let's get started
1. Logon as Admin with the password that you set.
2. Go to **Setup > User Accounts Setup** and create a new user account with system administrator access.
3. Logon as the new admin user.

Branding
1. Go to **Setup > Company Setup** and change the Company Logo. This will put your logo as a header on invoices etc.
2. Copy your own favicon.ico into the root directory.

Further Configuration

1. **Setup > Company Setup** -- Enter your company details.
2. **Setup > Display Setup** -- Confirm all options.
3. **Setup > Taxes** -- Create a new tax type of "none" for "Sales" and "General Expenses" with a default rate of 0%.
4. **Setup > Tax Groups** -- Create a new tax group with description of "none".
5. **Setup > Fiscal Years** -- Create suitable fiscal years (you may have to use phpMyAdmin to edit the existing entry.
6. **Setup > Payment Terms** -- Setup your own acceptable payment terms.
7. **Setup > Print Profiles** -- Delete all printing profiles.
8. **Setup > Printers** -- Delete all printers.
9. **Setup > Points of Sale** -- Delete all existing POS.
10. **Banking and General Ledger > Bank Accounts** -- Delete all bank accounts and add your own, including at least one cash account that can be used as a POS.
11. **Setup > Points of Sale** -- Create a new POS using the new cash account created in the previous step.
12. **Banking and General Ledger > Exchange Rates** -- Collect Exchange Rates as necessary by clicking on "Get" and then "Add new".
13. **Items and Inventory > Inventory Locations** -- Add your own locations.
14. **Items and Inventory > Item Categories** -- Add or remove categories.
15. **Items and Inventory > Units of Measure** -- Add or remove your own units.
16. **Items and Inventory > Item Tax Types** -- Add new Tax Type "None".
17. **Items and Inventory > Items** -- Create some new sales items.
18. **Sales > Sales Areas** -- Edit your Sales regions / areas.
19. **Sales > Sales Persons** -- Add your sales people.
20. **Sales > Sales Types** -- Define your own Sales Types as required. Have a least one Sales Type called "Base Pricing" set to a factor of 1.0000.
21. **Setup > Company Setup** -- Define the "Base for auto price calculations".
22. **Items and Inventory > Sales Pricing** -- Define your Sales Pricing primarily using the "Base Pricing" Sales Type.

Perform a backup

1. **Setup > Backup and Restore** -- Create a new backup, include a note to describe this as your "Initial Setup" backup.

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Opening Balance

Initial/Opening/Beginning balances.

How to do that?

Using a Balance Sheet that ends your existing accounting system, you can then do the following:
1. Login to ConSoft-Accounting   as an admin.
2. Create a Fiscal Year that is one year before the one you created when you started. (So if you started January 1, 2010, create a fiscal year starting January 1, 2009.)
3. Set the Company to use this year in Company Setup.
4. Check if you have all the same GL accounts in ConSoft-Accounting   as the ones listed on your Balance Sheet from your old accounting system. If they do not all exist in ConSoft-Accounting, then create them. Also create Bank Accounts for your GL bank accounts and Cash accounts. Write them down so you can easily find them later.
5. Go into Journal Entry in Banking and General Ledger. Set the date to be the last of the year (for example, december 31).
6. Enter the lines from the Balance Sheet one by one. You should end up with a 0 difference because the debits and credits should equal on your Balance Sheet.
7. Save the Journal Entry.
8. Set the normal Fiscal Year on the Company again and you are done.

"You must be logged in as admin to have access to the underlying bank accounts in the Journal Entry" "Look into the access setup in Setup tab. Select the System Administrator. Look under Banking & GL Transactions. Check the row: Journal Entries to Bank Related Accounts.
That should allow it.
/Joe PS. Also be sure you have created the GL Bank Accounts and also created the Bank Accounts in Bank Accounts and enter the relevant GL Bank Account."

Advanced

If you have stock (Inventory) and you know the material cost/purchase price for the items:
1. Set the former fiscal year on the Company again.
2. Go into Items and Inventory.
3. Create your Items one by one (or import them by using one of the modules from Download page).
4. Use the Inventory Adjustment form to set the initial stock and material price one by one line.
   Use the last day of the year (like before for example, december 31)
5. Save the adjustment.
6. This will, besides update the stock quantity and material cost, also create a GL entry into Inventory (hopefully corresponding to existing inventory balance)
7. This will also create a credit entry into the Inventory Adjustment Account.
8. You will need to create a reverse GL journal entry with these 2 adjustment lines and the same date.
9. This will get the stock quantity and average material cost updated for all items.

If you have AR/AP records (not settled yet), this is more complicated.
1. Set the former fiscal year on the Company again.
2. You will have to enter the unsettled records in Sales, Direct Invoice and Supplier, Supplier Invoices, one by one (by the last day of the fiscal year) and you must enter them as service items (to not intervene with the stock transactions above. And you must also enter them as tax-free entries. These entries have been done already in the former system.
3. You will end up with AR and AP balances that should match the Balance Sheet, and also GL entries for Sales and Cost of Goods Sold.
4. You will need to create a reverse GL journal entry for all these transactions (the sum of them).
5. This will get the AR and AP ledgers updated as well as the GL Balances.

These instructions are given without warranty. There might be Accountants out there having better ideas. If so, please share them with us.

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Sales Module

Sales Quotation Entry

Purpose
To create a **Sales Quotations** and thereon to view, modify, and print them.

Procedure
The Reference Field is generated automatically. Before a Quote can be created, you must previous have setup one each of the following:
1. Item
2. Customer
3. Customer Branch

Screenshot

Tips and Tricks

FAQ
Tax is not displayed on Quote? Tax is not displayed if for some reasons no tax is applicable. For example when your customer is in group with no tax active (this is common for export in most countries).

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Sales Order Entry

Purpose
Generate a new **Sales Order**.

Procedure
As with creating a Sales Quotation, one each of the follow must previously been created/setup prior to creating a new **Sales Order** (an error will be displayed if one of these things are missing):

1. Item
2. Customer
3. Customer Branch

Sales order processing

Hopefully you'll have lots of customers wanting to place sales orders with you.
It's very important to manage these correctly and in a timely manner. How you perform here can make or break your relationship with your customer.

First create a Sales Order

1. Click on **Sales > Sales Order Entry**.
2. Choose the correct **Customer** and **Branch**.
3. Select the appropriate Price List.
4. Enter the order date (usually today).
5. Choose a sales order item and edit as required, click **Add Item**.
6. Click **Place Order**.

The order is now placed and a Purchase Order can be printed off for the customer.
 The next step is to deliver the order
1. Go to **Sales > Delivery against Sales Orders**.
2. Click the dispatch icon to the far right of your Purchase order.
3. Check the details and click **Process Dispatch**.

You can now print off the delivery note.
Now you can invoice for the deliver
1. Go to **Sales > Invoice against Sales Delivery**.
2. Click on the **Invoice** icon to the far right of your delivery.
3. Check the details and click **Process Invoice**.

You can now print off the invoice for the customer.

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Direct Sales Delivery

Purpose
Create a **Sales Order** and mark it as "'Delivered' in a single step. This may be useful for situations where no intermediary steps, like manufacturing products (See: Work Order) or waiting for non-stock items to arrive, are needed.

Procedure
The steps and requirements for creating a **Direct Delivery** are covered under Sales Order Entry. It is important to note that this operation effectively skips the standard **Sales Order** step and flags it as delivered so that it can be invoiced immediately. This may be desirable if the material is in stock and being picked up or shipped at the moment the sales order is written up (a cash pick-up order for example); however, if items must be manufactured or delivery will delayed for any reason, than a standard **Sales Order** is required.

Tips and Tricks

Direct Sales Invoice

Purpose
Create an Invoice without a Sales Order. This method allows you to create an invoice directly, skipping the following steps entirely:
1. Creating a Sales Order
2. Flagging a Sales Order as Delivered (allowing quantities to be adjusted or back-orders to be created)
3. Creating a Work Order or Purchase Order for manufactured and non-stock items respectfully.

If you need to do any of the above steps, most notably creating back-orders or manufacturing items, it is recommended you use the Sales Order Entry method instead.

Warning: Creating a direct invoice cannot be reversed! If any mistakes are made you will need to create another invoice, or credit note, to fix any errors.

Procedure
The steps and requirements for creating an invoice directly are covered under Sales Order Entry. By default, this operation will not allow an invoice to be created if the stock level of any item will become less than 0.

Tips and Tricks
To override the default setting preventing inventory of any item to be less than zero (you will receive a warning), go to: Setup->System and General GL Setup and under the Inventory heading check-mark the box: **Allow Negative Inventory**.

Success is at the tip of the cone

Delivery Against Sales Orders

Purpose
Dispatch items ready for shipping from a **Sales Order** in preparation for invoicing.

Procedure
After a Sales Order has been completed, and inventory requirements are satisfied, an order must be set as delivered in order for it to be invoiced. It is a good idea to do the following:

1. Check each line item is the correct quantity.
2. Confirm that short-shipped items will be either back ordered or canceled.
3. Make sure freight being charged is correct.

Click **Process Dispatch** to finish.

Tips and Tricks

Success is at the tip of the cone

Invoice Against Sales Delivery

Purpose
Invoice shipped materials from a Delivery.

Procedure
Once a **Sales Order** has been dispatched for delivery, an invoice can be created. Click on the **invoice** button to invoice a delivered sales order. Once an invoice has been produced it can't be changed so it is imperative the following is checked:
1. Each line item is the correct quantity.
2. Make sure freight being charged is correct.
3. Any notes(memos) are correct.

Once finished, click **Process Invoice** button.

Tips and Tricks

A **batch** invoice, a single invoice created from multiple work orders/deliveries, can be processed if all items have been sent to the same location. Click the check-box beside each delivery and click the **Batch** button at the top of the column to make such an invoice.

Success is at the tip of the cone

Sales Quotation Inquiry

Purpose
This Inquiry shows the Sales Quotations for a given period. You have the option to look at an entire Quotation, edit a Quotation, print a Quotation and make a Sales Order from a Quotation.

Procedure
If the **Valid until** on the Sales Quotations have been passed, the Sales Quotation is not shown for the period. But you can select **Show All** and all the Sales Quotation inside the period will be shown.

You can also extend the period, minimize the period or filter the Inquiry by Location and/or Item.

The Sales Quotations will not be deleted, so it is possible to use it again and maybe edit it for later use.

The Sales Quotations can however be deleted when editing, and when deleting a fiscal year, the Quotations will be deleted.

The Sales Order print out can still be selected to be printed as a Quote should you prefer that.

Tips and Tricks

Success is at the tip of the cone

Sales Order Inquiry

Purpose

This Inquiry shows the Sales Orders for a given period. You have the option to look at an entire Quotation, Mark a Sales Order to be a Template for Deliveries/Invoices, edit an Order and print an Order.

Procedure

You can extend the period or minimize the period or filter the Inquiry by Location and/or Item.

The Sales Orders can however be deleted when editing. And when deleting a fiscal year, the Orders inside the fiscal year will be deleted.

Tips and Tricks

Success is at the tip of the cone

Add and Manage Customers

Purpose

Procedure
Contacts.

Here is the rules for emailing contacts in Customers, Branches and Suppliers
- 'invoice' for invoices, and statement and receipts
- 'delivery' for deliveries
- 'order' for orders and quotations
- 'general' for everything

EVERY reports will send an email to everybody from the current and the main company will match those criteria except for statement and receipts.
Example the invoice report will send an email to (if existing) - branch.invoice - branch.general - customer.invoice - customer.general.
For statement and receipt only the first person (in that order) will receive the email.
So, a contact set as general on the customer settings, will receive every emails except from statement and receipt (except if nobody else get this email).
To summarize, general mean all and customers receive email for every branch.

Tips and Tricks
If you send out Customer Statements from the Report Center by email, it is important that you put an email on the customer (not only the branch).

Success is at the tip of the cone

Customer Branches

Purpose

A customer must have one customer branch in order to issue sales. If your customer is a business (instead of a person) then that business may have several branches each with a different address. If your customer is an individual then it is likely they do not have multiple branches. For an individual you still need to enter a default branch in order to issue a sale.

Procedure

- Sales -> Add and Manage Customers -> "Customer Branches" add or edit
- Sales -> Customer Branches

Contacts.

Here are the rules for emailing contacts in Customers, Branches and Suppliers
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- 'order' for orders and quotations
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So, a contact set as general on the customer settings, will receive every emails except from statement and receipt (except if nobody else get this email).
To summarize, general mean all and customers receive email for every branch.

Tips and Tricks

- For individual customer named 'Bob', enter a branch name such as 'Bob's Home', or 'Bob's Workplace'.

Success is at the tip of the cone

Sales Groups

Purpose

Define customer groupings and/or classifications. This is useful for tracking sales figures for a particular sub-set of your customer base. This may be something as simple as:

1. Small
2. Medium
3. Large

...customers or more complex situations where the *type* of customer is used.

An example of a more complex customer group for a building supplies company may be:

1. Small Cabinet Manufacturer
2. Large Cabinet Manufacturer
3. Small Furniture Mfg
4. Large Furniture Mfg
5. Small General Contractor
6. Large General Contractor
7. Retail Customer

The number, and complexity, of these groups are up to your discretion.

Procedure

- Enter the name of the group you wish to add under **Group Name** input field and *click* **Add new**.
- In order to edit existing groups, simply *click* on the **edit** icon beside the group name.
- To remove a group, *click* on the **delete** icon.

Tips and Tricks

Recurrent Invoices

Purpose

Recurrent Invoices are used where you have invoices with the same Item lines that you want to send to a customer branch or a group of customer branches on a regular base. For example, Rental invoices that are sent on a monthly base. Imagine you have 100 customers that need a monthly rental invoice. By using Recurrent Invoices you only have to press a button to send them by email or print them out.

There are two ways of using recurrent invoices. You can either select a group or single customer/branches.

If you are going to use groups, start by creating the groups you want to later put on the branches, Fi. Large, Medium and Small

Go into the branches. If you want any of a customer's branch to belong to a group, mark it and update the branch.

Procedure

You are now ready to make some recurrent invoice definitions, by clicking the **Recurrent Invoices** the **Sales** tab, **Maintenance** section.

Description	Template No	Customer	Branch/Group	Days	Monthly	Begin	End	Last Created		
Recurrent	7	Ghostbusters Corp.	Ghostbusters Corp.	-1	1	09/15/2009	09/15/2014	09/17/2009	✏	✖

Description: Recurrent
Template: 7 - Amount 50
Customer: Ghostbusters Corp.
Branch: Ghostbusters Corp.
Days: -1
Monthly: 1
Begin: 09/15/2009
End: 09/15/2014

✔ Update   ✖ Cancel

Back

The recurrent invoices use the Template Orders, that are shown under Template Delivery/Template Invoice.

First enter a Description of the item. Select the appropriate template. If this should be adressed to a single customer/branch, select a customer and a branch. If it should be based on a group, set the customer to an empty value and select the group you want to send the recurrent invoices to.

Now it is time to consider the interval of the recurrency. If you select days and set the monthly value to 0, it will be due after every days interval. If you select a monthly value, it will be sent on a monthly base. -and if you select a days value it will be due on that day in the month-. From Release 2.3.5 you choose the day value by setting the beginning date accordingly. You can change existing recurrent invoices by changing the Last Sent day accordingly. A days value of -1 together with a month value would be the last day in the previous month. A monthly value of 3 indicated a due every quarter of a year and 12 every year and so on.

The begin date is the date to start the recurrency and end date is the close date of the recurrency.

Create and print the recurrent invoices

Before creating recurring invoices, check that the price factor in company setup is set. Also check that sales prices are set in the item sales prices. It must not be zero. If you have foreign customers the price is automatically calculated. Go to **Create and Print Recurring Invoices**. The due items are marked and a link **Create invoices** are there. Pressing this link creates all the invoices belonging to this group or single customer/branch. An info line tells you how many invoice-numbers that are created. There is also a link to Print the Invoices.

Tips and Tricks

If you need more groups on a customer, create new branches with this different group. Maybe call the branch something similar as the group to easily find it.

Success is at the tip of the cone

Customer Payment Entry

Purpose
Make an A/R deposit into a customer's account.

Procedure
1. Select the customer's account from drop-down combo-box. If there is more than one branch/location for this customer, select the correct one from the second combo-box.
2. Select the bank account the deposit should be made to.
3. If needed, change the date of the deposit.
4. Enter the full amount of any additional bank charges (NSF charge, Cheque certification, etc).
5. Enter the discount taken by the customer (the discount they are qualified to take will be shown above this line).
6. Enter the full amount of the deposit.
7. Optionally, enter a memo/note about the deposit. This may be something as simple as the type of payment(VISA/Mastercard/Direct Deposit/Cheque/etc.) or cheque number.

In order to apply this payment to individual invoices, you must select Allocate Customer Payments or Credit Notes from the Sales tab, after you have finished entering payments.

Tips and Tricks
- A reference number will be generated automatically. It is not, typically, a good idea to change/set this number manually.
- Exchange rates are applied automatically. If the wrong exchange rate is listed, you may need to adjust the following:
    1. Setup Tab->Company Setup - Set the correct currency for your company/country.
    2. Sales Tab->Add and Manage Customers - Set the correct currency for your customer.
    3. Banking and General Ledger Tab->Exchange Rates - Set/Update the correct exchange rate for the currency in question.

Bad debtors
From time to time you may experience a bad debtor, not settling his payment. Before you can write him off, your local legislations may require that you make legal effort to collect his money. However, we got a good suggestion from Rod Webster on how to handle a bad debtor when nothing else had helped:
1. Create a service item for example, 'Bad Debtor' with no price in Items.
2. Use the same Item Tax Type as you used originally against the debtor.
3. Make a free Credit Note to this debtor using the service item 'Bad Debtor'. Set the price to the same as the sub-total in the original invoice. Use write off items. You don't have to send it to the debtor. He is probably already bankrupcy.
4. This will handle all GL transactions in a correct way and the tax will be counter-booked.

Success is at the tip of the cone

How to allocate customer invoice payments

Once you've invoiced your customer they will want to pay you (hopefully!).

Procedure

The correct procedure for accepting payment is as follows

1. **Sales > Customer Payments**: Enter the correct details and click **Add Payment**.
2. **Sales > Allocate Customer Payments or Credit Notes**: Choose the relevant customer and click on the money icon to allocate the customer payment.
3. Typically you will now allocate all of the customer payment to the appropriate Sales Invoice, by clicking on **All** and then **Process**.

Success is at the tip of the cone

Customer Credit Note

Purpose
Generate a credit note for customer reimbursement.

Procedure
Enter each line item as if a Sales Order were being entered. If the material is to be returned to stock, select the correct option from the **Credit Note Type** combo-box and location/warehouse it is being be returned to. Otherwise, if material is NOT going to be returned to stock (credit only) select the GL Account to be adjusted.

Tips and Tricks
If some material will be returned to stock, but others won't, they will need to be on separate credit notes.

Success is at the tip of the cone

Sales Types

Purpose

Sales Types allow you to define pricing levels for specific types customers. A very common separation is between retail and wholesale customers. Depending on your primary customer base, you may either provide a discount or up-charge for a particular group.

For example, if 75% of your business is wholesale, and the balance retail, you would likely use your wholesale pricing as your *base* price list, and add some kind of up-charge for your retail customers:

1. Wholesale - *base*
2. Retail - *1.25* (25% up-charge)

Were the roles reversed, you may do something like:

1. Retail - *base*
2. Wholesale - *0.75* (25% discount)

Promotions, penalties for habitually late-paying or problematic customers, or any other situation where you may want to provide a standard deviation on all items a specific customer may buy.

Procedure

- New Sales Type:
    1. Enter the name of the new Sales Type under **Sales Type Name**.
    2. Enter the factor by which to adjust base pricing.
    3. Check the **Tax included** box if taxes should be a factor when making the calculation.
    4. Click **Add new**.
- Modify Sales Type: Click the **edit** icon and follow the instructions for creating a new group. Click **Update** to complete, or **Cancel** to go back.
- Delete Sales Type: Click the **delete** icon to remove a Sales Type.

Tips and Tricks

- A Sales Type may not be deleted if any transactions using it exist.

Success is at the tip of the cone

Sales Persons

Purpose
Here you can add/edit and delete your sales persons details. Also you can add a 2 level Provision / commission for each one of them.

Procedure
Regarding "Provision" Function: If you have Sales Persons that get provision (commission) on what they sell, e.g.10% (Provision) of sales up to $2000 (Break Pt.) and then a lower or higher percent (Provision 2) of the rest the sales person sales.
If you check the check box "Show also Inactive" an extra column will appear in the table to give you the ability to inactivate an active sales person or activate an active one.

Tips and Tricks
You can set the values as 0 if you do not intend to use them.

Success is at the tip of the cone

Purchases Module

Suppliers

Purpose

A purchase order is what's needed whenever you purchase something for your business. You make purchases from suppliers, and every time you make a purchase, the items you purchase are added to your inventory. The purchase of items is typically recorded as "Cost of Goods Sold - Retail" and is subsequently offset in your Profit and Loss statement.

Procedure

Contacts.

Here is the rules for emailing contacts in Customers, Branches and Suppliers
- 'invoice' for invoices, and statement and receipts
- 'delivery' for deliveries
- 'order' for orders and quotations
- 'general' for everything

EVERY reports will send an email to everybody from the current and the main company will match those criteria except for statement and receipts.
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So, a contact set as general on the customer settings, will receive every emails except from statement and receipt (except if nobody else get this email).
To summarize, general mean all and customers receive email for every branch.

Tips and Tricks

Success is at the tip of the cone

When it comes to adding items to inventory, you don't want to get into the habit of doing item adjustments. Not only is this poor accounting, it also will not work properly with your ConSoft-Accounting system. You have to create a purchase order for the items, and then once the order has arrived, check in items for the purchase order (PO). In order to do this, you must first create suppliers. To create a supplier for a product, follow these steps:

1. Log in to your ConSoft-Accounting system.
2. Click Purchases.
3. Click Suppliers.
4. Fill out all necessary information for the new supplier .
5. Click Add New Supplier Details.

Repeat the previous five steps for all necessary suppliers.

Pay close attention to the associated accounts for the supplier; otherwise any purchases made from that supplier will be taken out of the wrong accounts.

Now you can create a new PO, order items, and check items in when they arrive. When you check those items in, the item inventory will be adjusted.

To create a PO, follow these steps:

1. Log in to your ConSoft-Accounting system.
2. Click Purchases.
3. Click Purchase Order Entry.
4. Enter the information for the PO.
5. Click Add Item.
6. Click Place Order.

Success is at the tip of the cone

The Place Order button will not appear until at least one item is added to the order.

When the order arrives, click Purchases, and then click Outstanding Purchase Orders Maintenance (this link will not show up if there are no outstanding POs) to check the order in.

You have officially created items, ordered items, and checked items in. Inventory is now flowing into your ConSoft-Accounting system.

Success is at the tip of the cone

Placing purchase orders

Here's how to place purchase orders for items to add to your stock that you will then sell on

1. **Purchases > Purchase Order Entry**: Choose the supplier, order date and the items with correct quantities and costs.
2. **Purchases > Outstanding Purchase Orders Maintenance**: You can now receive the order.
3. **Purchases > Supplier Invoices**: You can now add the received order as an invoice. You must enter a Supplier's Ref. In the GL Items for this invoice select "Cost of Goods Sold - Retail" and enter the full amount of the invoice, click add. Add a memo for your records and click "Enter Invoice".

This transaction will now be included in your profit and loss statement.

Payment procedure is as follows

1. **Purchases > Payments to Suppliers**: Choose the correct Bank Account and make the payment. You will then be able to allocate the payment to the appropriate invoice.

Success is at the tip of the cone

Items and Inventory Module

Inventory Item Movements

Purpose
Inventory Item Movements show the movements of items over a period of time.

Procedure
This is how it works.

Stock moves are created on Sales Deliveries (out), PO Receivals (in), Work Order (simple) (in, out for BOM items), Work Order Advances - Production (in, out for BOM items) and Adjustments (in for positive qty's, out for negative qty's).

Sales orders create 'On Demand', POs and WOs advanced before Production create 'On Order', which can be seen under **Inventory**

Item Status.

Tips and Tricks

Success is at the tip of the cone

Inventory Item Status

Purpose

Shows QOH for items and what is going on in the future.

Procedure

Sales orders create **On Demand**, POs and WOs advanced before Production create **On Order**.

Tips and Tricks

Success is at the tip of the cone

Items

Purpose
To Add / Edit / Delete Items of Inventory

Screenshot
Taken from ConSoft-Accounting   v2.2.7

Success is at the tip of the cone

Procedure

Item Code

Not changeable later - unique identifier for an Item

Name

Name of the Item

Description

Full description of the Item

Category

The category to which the Item belongs. You can create your own Item Categories which define relevant tax types, ledger accounts and units of measure for the item.

Item Tax Type , Item Type, Units of Measure ,Dimension 1 , Sales Account, Inventory Account, C.O.G.S. Account

Cost of Goods Sold Account

Inventory Adjustments Account

Image File (.jpg)

Picture of the Item

Exclude from sales

You may wish to exclude some items (eg. raw materials) from being sold. Excluding items from sales prevents the item from being listed in Sales drop down boxes.

Item Status

Whether Active or not. Inactive items are not visible in Sales, Purchasing or Manufacturing screens. You may wish to inactivate for instance when you are developing a product, but do not wish to sell it for the time being.

Tips and Tricks

Items are the things you buy and sell in your business. Items are associated with an Item Type which is can be one of three values: Manufactured, Purchased or Service. If you nominate an item type as 'Manufactured' or 'Purchased' you can manage stock control and inventory through the Manufacturing menu. 'Service' items are not inventory controlled. Items are also associated with an Item Category (which you can define).

Item Categories

Purpose
To Add / Edit / Delete Item Categories

Screenshot
Taken from ConSoft-Accounting   v2.2.7

Tips and Tricks
Item Categories help you group the items you buy and sell. You can define your own Item Categories, nominating default ledger accounts, tax type and units of measure. Item Types are fixed and can be one of Manufactured, Purchased or Service. Manufactured and Purchased are Stock Items, meaning you can use Manufacturing and inventory control functionality for the item. Service items are not subject to manufacturing or inventory control.
If you want to create a manufactured Item you would have to set it to Manufactured. Then you can populate the Manufactured Item in Bill of Material.

Purchasing Prices

Purpose
Suppliers often have different Item id's, descriptions, unit of measures, 6 items in a package and we sell them by item. A price per 100 items in a box, so you need to enter the price with fraction of hundredth's. All this can be done here.

Procedure
1. For every Item you can have one or more suppliers for this particular Item.
2. Price is the price for the suppliers unit of measure (UOM). If he sells in boxes of 6 this is the price for 6 items. For example, 60,00.
   The Price can have up to 6 decimals. This will follow the price on all the documents and forms. So you can have fractions of your hundredth's currency in the price. This maybe useful if you buy huge amount of items from your supplier, and his price is a fraction of the hundredth's.
   For safety, if you need to increase an existing price with more decimals, please delete the item first and then re-create with the new price.
3. Suppliers UOM. In our example it could be 'box'
4. Conversion factor. This is normally 1,0000, but in our example it is 6,0000 (there are 6 items in the box)
5. Suppliers code and description. The supplier may have another code and description for the Item.

In Purchase Order Entry, when you select an item with a conversion factor, the quantity changes from default 1 to default conversion factor (6).

The Price is calculated per item, 10,00. This way you can easily see that this item has a conversion factor, and if you want more you should select a multiple of the conversion factor.
When printing the Purchase Order, the quantity is changed to 1 box (if you ordered 6 items) and the price is 60,00. And the code and description is changed into the suppliers code and description.
When receiving the items it is shown in our UOM and price but with the suppliers code/description. This can be overwritten. The description is updated into the Purchasing Pricing for this item.
This makes it easy for you the next time you order again.
And finally the supplier invoice contains the same info as the receival and the price can be changed, in which case the purchasing data is updated again.

Tips and Tricks

Success is at the tip of the cone

Manufacturing Module

Work Order Entry

Purpose

Procedure
Assembly (simple)

When an assembled (or disassembled) product is created, all the processes are done in one sweep.
1. Enter number of units. If disassembling, then units are negative.
2. The material cost for the assembled (disassembled) item is regulated.
3. If overhead or labour cost has been added then these costs are adjust the average cost.
4. The work order is inserted in the work orders table and the units_required and units_issued are updated.
5. The BOM items are updated in table wo_requirements with units required and units issued.
    o The BOM items are added to stock moves with item quantities and a minus value.
6. The stock movement for the assembled product is added as a positive quantity value
7. The total cost for the BOM items are credited to GL Inventory account (debited if disassembled)
8. If overhead cost and/or labour cost is <> 0:
    o A GL trans is credited the credit account for both values.
    o If this is a bank account, a bank trans is added to default (or first) bank account.
    o A GL trans is debited the GL Assembly Account for both values.
9. A GL trans is debited the the assembly itself in GL Inventory account (from 7 above).
10. Comments, reference and audit trail are created.

Assembly (Advanced)
Creation
1. The material cost for the assembled item is regulated.
2. The work order is inserted in the worders table and the units_reqd is updated.
3. Comments, reference and audit trail are created for the work order.

Release
1. The released flag and released_date in table work_orders are updated.
2. The Requirements are entered into table wo_requirements with units required for each BOM item.
3. Comments and audit trail are updated with 'Release'.

Additional Issues
1. A record is created in the table wo_issues with the issue date and for each issued items a record is created in wo_issue_items with quantity issued.
2. A stock move is created for each issued item of type Work Order Issue.
3. Comments, reference and audit trail are created for the Issue.

Costs
Every time a Cost entry is done the following operations are done. The Type is work order and the id is the work order id.
1. A credit GL transaction is done to the entered credit account. If this is a bank account a bank transaction is done to default account.
2. A debit GL transaction is done to the entered debit account.

Success is at the tip of the cone

Production

For each production the following operations are done.

1. A record is inserted in the table wo_manufacture and produced quantity is inserted.
   - For each BOM item the table wo_requirements are updated with produced quantity in quantity issued.
   - A stock move is created for the BOM item of type Work Order Production (minus). Was earlier of type Work Order.
   - The material cost for the item is credited the GL inventory account
2. For each additional issued items the total issue cost is calculated.
3. If the total cost <> 0 the Assembled items material cost is regulated.
4. The overhead and labour cost is fetched and if <> 0 the overhead and/or labour cost is regulated for the assembled item.
5. The material cost for the assembled Item is debited GL inventory account.
6. The stock move for the produced assembly is created of type Work Order Production.
7. The work order is updated with the produced quantity (issued).
8. Comments, reference and audit trail are updated with 'Production'.

Voiding a Work Order

Assembly (or dis-assembly)

1. Returning material cost for assembled item and regulated.
2. if overhead cost and/or labour cost, these costs are regulated.
3. Set units_reqd and units_issued to 0 in work order table.
4. Void all the stock moves belonging to the work order.
5. Void all the corresponding GL transactions
6. Void all we requirements.

Assembly (Advanced)

1. Returning material cost for assembled item and regulated.
2. Check the productions..
   - Set quantity in table wo_manufacture to 0.
   - Void the stock move from the production with type Work Order Production.
3. Set the issued items from table wo_issue_items, quantity to 0
4. If issued items.
   - Return the issued items cost from the assembled avg material cost
   - Void stock moves from the issued items from type Work Order Issue.
5. If Overhead cost and/or labour cost then.
   - Return this cost to the assembled items avg cost
6. Set the work order to be closed and the units_reqd and units_issued to 0.
7. Voiding all stock moves belonging to the Work Order type.
8. Voiding all GL transactions for this Work Order..
9. Voiding all wo_requirements for this Work Order.

GL Transactions

All GL transactions from a Work Order are of type Work Order and the trans_no is the work order id. despite it might be an issue, cost or production. Some of the transactions will have different dates but no transactions are one-legged (the total for every date is 0).

Tips and Tricks

Success is at the tip of the cone

Dimensions Module

Dimension Entry

Purpose
Dimensions are used to track departments, cost/profit/investment centers, or projects within a company. For example, you may have several cost centers like Research and Development, Customer Service, and Marketing that you want to track. Or, you may want to track several projects over a specific time period.

Dimensions are separated into levels:
- 0 - No Levels: Suitable for entrepreneurs or companies not interested in this feature.
- 1(default) - One Level: For companies who only need to track one type of dimension. Useful if you want to track projects or departments only.
- 2 - Two Levels: For companies who need to track more than one type of dimension, like both projects and cost centers.

Procedure
1. Decide on how many levels you require for your company then access Company Setup under the Setup tab. By default, only one level is available.
2. Add a new dimension. Remember to setup the dimension under the correct level.
3. Set the time-frame for which the dimension should be active.

Tips and Tricks

Success is at the tip of the cone

Banking and General Ledger Module

Payments

Purpose

There are different ways to record payments to GL accounts but the most efficient way in ConSoft-Accounting is through the GL payment system. Payments to suppliers, miscellaneous purchases, etc. can be entered here. The Quick Entries method is the fastest way to enter simple, reoccurring payments.

Procedure

From the main menu:

1. Click on the **Banking And General Ledger** tab.
2. Click the **Payments** option.
3. Under the **From** drop-down list, select the Bank account from which the payment is to be deducted.
4. Under **To**, select the payee from the drop-down list to whom the payment should be made.
5. If the **Miscellaneous** payee was selected enter the payee's name; otherwise, select the payee from the drop-down list.
6. Select the GL account(s) the payment should be posted to by clicking **Add** for each one required.
7. Enter any notes in the **Memo** field.
8. Click **Done** when finished.

Tips and Tricks

Always view your GL posting to make sure that your entry was posted to the right account(s).

Success is at the tip of the cone

Bank Accounts

Purpose

Procedure

Tips and Tricks

ConSoft-Accounting enable one General Ledger Account to be associated to more than one Bank Accounts. Ensure that the association between General Ledger Account and Bank Account is what you intent it to be or else just let one General Ledger Account to be associated to only one Bank Account to avoid confusion.

Every currency bank account can have one default mark. This account will then be selected when doing payments / deposits to suppliers / customers. Also this default account will be stamped on the sales invoice. Remember to fill out the Bank Name and Bank Account no.

Quick Entries

Purpose
Many transactions you enter for your business are repetitive. If you find yourself regularly entering similar types of bank deposits or payments, journal entries or supplier payments and credits a Quick Entry is what you need. A Quick Entry pre-populates fields in the relevant transaction screen for you, although you can override the values while entering the transaction if you wish. Quick Entries also allow you to allocate a transaction amount to different fixed accounts or taxes. Setting up a Quick Entry involves defining the entry first, then creating numerous transaction lines that adjust the remaining balance and apply it to the correct accounts. Quick Entries are also known as Preset Transactions.

Procedure
-Banking and General Ledger tab -Maintenance Menu -Quick Entries Enter/Modify existing entries. Choose a name for your quick entry and default amount used as a base for calculations. Determine type of entry i.e. page for which the quick entry is designed for. Last two input fields defines default base amount used at the start of calculations, and description of base amount used as remainder during quick entry usage.

If you press the Edit link on a Quick Entry you get a new form below where you can edit the sequence of operations performed on base amount (Quick Entry Lines).

Every operation defines how the amount posted to selected account is calculated. Currently following type of operations are defined:

- Post constant amount to selected GL account.
- Post percent part of base amount to selected GL account
- Post taxes for selected tax type , using base amount as net value.
- Post taxes for selected tax type , using base amount as value with tax included.
- Post remainder from previous calculations to selected GL acount.

After most operations the base amount can be increased, decreased or not changed depending on option selected. For every operation you can also select a dimension(s) if you want to keep track of a dimension.

You normally don't need more lines for this quick entry if this is type Phone bill, gasolin or other kinds of simple bills. Later on you can create more sophisticated entry lines.

If tax should be includes in the base amount you can first select a line **Tax included, reduce base** and select the correct tax type. And a line with **Remainder** put on the account you want to put the rest on. Order is important in this instance - the **Remainder** entry **must** come last. That's it!

Operation
In the "Banking and General Ledger" tab, the "Pay to" fields of forms "Payments" and "Deposits" have an option for selecting "Quick Entries", if you have defined some. After that a list shows up with the quick entries for the respective Payments / deposits and an amount field. Here you enter the base amount for calculations performed during the quick entry to make ready for you. Then press the 'Go' button to enter GL lines.

Advanced
The quick entries can do a lot more than this simple kind of entry. You can define them to be used in the GL entry form as well by selecting type **Journal**. Then they will show up in the Journal Entry page. The constraints on negative values has been taken away, so you can create very sophisticated lines. For example, if you want to post import VAT for something bought overseas, you can enter a VAT line with incoming VAT. This will be the same sign as the amount. You select the **Post percent part** and enter the percent amount in the amount field, for example, 9 for 9% VAT. And another line with the outgoing VAT with the same percent and amount (remember to set this as -9 for correct posting). You can also use the **Post percent part** for depreciations, create fixed amount lines (Post Amount) etc. etc. You can have as many lines as you want or need. Remember nothing is posted before you press the Process button in the bank payments/deposits/journal entry/supplier invoice/credit forms. You can always delete the lines or leave the form and nothing has been performed. You might have entered something wrong on one or more quick entry lines and want to go to Quick Entries again and change something.

If more lines with other Tax Types are needed, group them together and use the same action.

Success is at the tip of the cone

Tips and Tricks

Let us start with a simple one. You want to make a Quick Entry for phone bills.

First go into Quick Entries and create a new Quick Entry. Select Bank Payment and call it for example, Phone. Don't set a fixed amount. Save it and select it again. Create 2 Quick Entry Lines.

1. Select **Tax included, reduce base**. Select the relevant tax type.
2. Select **Remainder** and select the expense account for Phone bills.

If you don't use tax, then omit the first line. Go into Bank Payments, select Quick Entries and select the Phone. Add the amount from the bill and press go. Your lines should be there ready for processing.

Here is a more advanced one. If you only have a few employees you probably don't have a payroll program. You can preset a couple of Quick entries for that.

Say your employee has a sallary of $2,000. The payroll tax is 11.02% and the withholding tax is 15%. First create a Quick Entry, Type: Bank Payment. Call it Salary X. Eventually preset the amount $2,000. And some entry lines:

1. % amount, select a Salary account (or create one, expense), 100%, Save
2. % amount, select an account for accrued payroll tax (or create one, liability), -11.02%, Save.
3. % amount, select a payroll tax account (or create one, expense), 11.02%, Save.
4. % amount, select an account for withholding tax (or create one, liability), -15%, Save.

If you have a fixed amount of tax, you could instead have choosen Amount, and the amount (negative). Go into Bank Payments, select Quick Entries and select the Salary X. Select Go and your lines are ready for processing.

Here is one that works well for entering expenses that were subject to VAT and were booked to a personal credit card.
Create a quick entry :
Label it Gross Amount
Select **Journal**
Put the Gross Amount into the default base amount field

1. amount -100% book to the credit card (minus sign so it is credited to the liability)
2. Taxes included, reduce base - books the tax amount to the appropriate tax account
3. Remainder - to the appropriate GL account for the expense.

using this makes the entry fairly quick.. You set up a few like this with common descriptions so you don't have to edit them all...

Here's another example using 'Tax Included' bank payments you may make eg. for monthly rent.
In many countries, when you purchase something for your business you pay a 'tax inclusive' price (eg. VAT or GST). When you make a bank payment for the item you allocate the pre-tax component to an expense account, then allocate the remainder to a pre-paid tax account. Let's assume you pay your rent monthly, and it's a fixed amount per month eg. $500.00.

First create the Quick Entry by clicking the 'Add New' button. Give the entry a description eg. Monthly Rent and nominate its type **'Bank Payment'**. You pay $500.00 per month, so enter this value into the 'Default Base Amount' field, and give it a name too: 'Monthly Rent Payment'. Click the 'Add New' button. Now it's time to define the transactions associated with this payment. Click the new entry you just made in the list. As the payment includes the VAT/GST amount, select **'Taxes included, reduce Base'** in the Posted dropdown box. Nominate the ledger account you with post the tax to eg. 'VAT' or 'GST' and identify the applicable tax rate eg. 'GST 10%'. Click 'Add new' to apply this transaction to the quick entry. Now you need to allocate the remainder of the amount. Select **'Remainder'** in the Post dropdown and select the correct ledger account, in this case 'Rent'. Click 'Update' and you're finished.

You now have a monthly rent payment transaction that makes the correct journal transaction for the full amount: the Bank account you selected reduces by $500.00 (CR), the tax account receives $45.45 (DR), and the rent expense account is debited $454.55 (DR).

To use your new Quick Entry account select 'Payment' in the Banking and General Ledger tab. In the Payment screen you click 'Quick Entry' in the 'Pay To' dropdown and then click 'Go' (don't forget this step or the entry won't be set up for you). Now you'll see the correct ledger account and amount selected for you automatically. You can override the 'Amount' if you wish, and also allocate a Dimension if you wish. When you click 'Process Payment' button, the correct journal entries will be made for this Bank Payment.

Success is at the tip of the cone

Exchange Rates

Purpose

Procedure

Tips and Tricks

We still use **ECB** as our stable exchange rates provider, however, we are avare of that the coverage is not good for South America, Africa and Asia, so we have implemented it so that it is possible to swap provider. In CVS Main, a file called */gl/includes/db/gl_db_rates.inc* has been updated so it is possible to use **YAHOO** or **GOOGLE** instead of **ECB**. Both **YAHOO** and **GOOGLE** have almost all currency rates in the world. These changes are going to release 2.2.2, but if you want this to be available in your 2.2 you will have to download this file from the CVS repository. http://ConSoft-Accounting .cvs.sourceforge.net/viewvc/ConSoft-Accounting /consoft-accounting/gl/includes/db/gl_db_rates.inc?view=log And you will have to create the following locale.inc file and place it in the /lang/xx_YY folder, where xx is the language and YY is the country. For example, en_US.

```php
<?php
class Hooks {
   function retrieve_exrate($curr, $date)
   {
     return get_extern_rate($curr, 'YAHOO', $date);
     //return get_extern_rate($curr, 'GOOGLE', $date);
   }
}
?>
```

This will use **YAHOO** instead of **ECB**. Comment the **YAHOO** line and uncomment the **GOOGLE** line if you want to use **GOOGLE** instead. We do not guarantee that the currency rates are provided correctly, but I guess this is better than nothing for countries not served by **ECB**.

Success is at the tip of the cone

Reconcile Bank Account

Purpose
Everytime you get a Bank Statement you would like to check your own values for the period in your Bank Account.

Procedure
1. Select the account you want to reconcile.
2. Get your bank statement (from the bank)
3. The first time you reconcile you will need to enter a reconcile date and a start balance... Or 0 for the start balance if it is actually a new account.
4. Enter the end balance from the statement
5. Check entries that match the entries from your bank statement
6. If all entries match, **Difference** should be 0. If it is, you are done and you have reconciled your account for the period. If you have some transactions unchecked, they will wait for next bank statement to be reconciled. If you have some transactions on bank statement but absent in system, go to the Bank Payments/Deposits and enter missing transactions, then repeat step 5.
7. All checked items are recorded as reconciled in the bank_trans table and the last ending balance and reconciled date is recorded for that account in the bank_accounts table.
8. The next time you reconcile against a bank statement, the ending balance from the last reconciliation is automatically used as the starting balance for this reconciliation. You enter the ending balance for this reconciliation and repeat steps 5-7
9. If you want for some reason to find transactions reconciled with bank statement on given date select the document date with the selector. If you have a lot of bank statements entered you can skip the bank statement selector and enter date of bank statement in Reconcile Date directly. If there is no bank statement reconciled on given date the selector will display **New**.

Tips and Tricks

GL Account Groups

Purpose

I guess you already have observed that an account belongs to a group (type). And a group (type) belongs to a class. Depending on how your country wants to present the balance sheets and profit and loss statements, you can build these rules with help of groups (types) and classes.

When a balance sheet is printed it is sorted on 1. class, 2. group(type) and last the account itself. As you see the accounts are not necessarily printed out in account number order. First the Title for the first Class is printed, Then the Title for the first Group is printed. Then the accounts within this group are printed. When a new group is coming, the totals within the old group group is printed before the title of the next group is printed. The same thing happens when a new class is coming. The total for the old class is printed and the title of the new class is printed and so on. By arranging the classes/groups you can present your balance sheets and PL statements your own way. By also using sub-groups (a group belonging to another group) you can create even more sophisticated aggregators. But this is more acvanced.

Procedure

Tips and Tricks

I need to re-arrange the Account Groups/Classes. How do I do that?

As default the groups are numbered from 1-12. And Classes default from 1-4

Remember that the Balance Sheet/Profit and Loss Statement and Monthly Break down are ordered by class/group/account

Let us start with the groups. For now let the old groups be there. Enter your groups and start for example, with number 20. Enter all the groups you want in right order. Make a gap between them of 5. Then you can easily insert new groups if you need one. Now go into the GL Accounts and enter your new groups on each account one by one. It is now time for you to delete the old groups 1-12.

If you want to rearrange the classes. Start by entering the classes at number 10 and again make a gap of 5. Go back to the GL Account Groups and select your new classes on each group. And finally you can delete your old classes.

That's it.

Success is at the tip of the cone

Using of multi level sub-types of account groups.

The current account Types/Groups setup with sub-levels allow up to several levels of account Types/Groups.
Examples

@@Setting up sub-levels:

	Parent	Level
1 Assets	Class	
1 Short term	-1 Type/Group	1
2 Current Assets	1 Type/Group	2
3 Bank Accounts	2 Type/Group	3
1065 Bank	5 Account	
4 Long term	-1 Type/Group	1
1500 Inventory	2 Account	

a.s.o@@

First there are classes. Then there are Types/Groups in 1-3 levels. And finally the Account itself. In this example the 2 Current Assets is a sub-group of Type/Group 1 Short term. And 3 Bank Accounts is a sub-group of Type/Group 2 Current Assets.

@@Another way of setting up the Types/Groups.

	Parent	Level
1 Assets	Class	
1000 Short term	-1 Type/Group	1
1001 Current Assets	1000 Type/Group	2
1002 Bank/Cash	1001 Type/Group	3
1003 Bank	1002 Type/Group	4
1065 Cheque Account	1003 Account	
1100 Long term	-1 Type/Group	1

a.s.o@@

Here you can have 4-5 levels of Types/Groups. The Types/Groups must be in sorted order inside the class. This example is somewhat exaggerated. In my opinion. I am satisfied with only one level of account Types/Groups. But some countries/organizations may require more levels of accounts Types/Groups.

Success is at the tip of the cone

GL Account Classes

Purpose

I guess you already have observed that an account belongs to a group (type). And a group (type) belongs to a class. Depending on how your country wants to present the balance sheets and profit and loss statements, you can build these rules with help of groups (types) and classes.

When a balance sheet is printed it is sorted on 1. class, 2. group(type) and last the account itself. As you see the accounts are not necessarily printed out in account number order. First the Title for the first Class is printed, Then the Title for the first Group is printed. Then the accounts within this group are printed. When a new group is coming, the totals within the old group group is printed before the title of the next group is printed. The same thing happens when a new class is coming. The total for the old class is printed and the title of the new class is printed and so on. By arranging the classes/groups you can present your balance sheets and PL statements your own way. By also using sub-groups (a group belonging to another group) you can create even more sophisticated aggregators. But this is more acvanced.

Procedure

Tips and Tricks

I need to re-arrange the Account Groups/Classes. How do I do that?

As default the groups are numbered from 1-12. And Classes default from 1-4

Remember that the Balance Sheet/Profit and Loss Statement and Monthly Break down are ordered by class/group/account

Let us start with the groups. For now let the old groups be there. Enter your groups and start for example, with number 20. Enter all the groups you want in right order. Make a gap between them of 5. Then you can easily insert new groups if you need one. Now go into the GL Accounts and enter your new groups on each account one by one. It is now time for you to delete the old groups 1-12.

If you want to rearrange the classes. Start by entering the classes at number 10 and again make a gap of 5. Go back to the GL Account Groups and select your new classes on each group. And finally you can delete your old classes.

That's it.

Success is at the tip of the cone

Revaluation of Currency Accounts

Purpose
You may unmark the automatic Revaluation of Currency Accounts that is default set in Company Setup. Then you decide yourself when you want to run these revaluations. At least you should do that on Fiscal Year End.

Procedure

Tips and Tricks

Success is at the tip of the cone

Setup Module

Company Setup

Purpose
Company Accounts Settings and Parameters, default values and preferences are entered here.

Screenshot
Taken from ConSoft-Accounting   v2.2.7

Procedure

Search Item List, **Search Customer List** , **Search Supplier List**

If you turn on the search facility (a check mark in the box), you can get all the items by pressing a space in the item list and then a * and tab. Then you get all the items. You can also press the first characters or some other matching characters then you will only get the items that matches the search.link text
These search lists are more for those having a bunch of Items/Customers/Suppliers.

Success is at the tip of the cone

User Accounts Setup

Purpose
Add or Edit User Accounts for your ConSoft-Accounting Installation. When installed only the Super Administrator account is created by default. All other role based accounts need to be added by the Sys Admin.

Procedure
To Add a New User Account

1. Type in the new user login name in the field for **User Login:**
2. Type in the password for this User in the **Password:** field
3. Type in the Full Name of the User in the **Full Name:** field
4. Type in the Telephone No. of the User in the **Telephone No.:** field
5. Type in the Email address of the User in the **Email Address:** field
6. Select the appropriate access level for the User from the **Access Level:** pull down menu. To change the access level for each role edit/add the roles in Access Setup link in Setup.
7. Select the appropriate language for the User from the **Language:** pull down menu
8. Select the appropriate Point of Sale location for the User from the **User's POS:** pull down menu
9. Select the appropriate access level for the User from the **Access Level:** pull down menu
10. Select the appropriate printing profile for the User from the **Printing profile:** pull down menu
11. Turn on/off the **Use pop up window for reports:** check box. Turn this option on if your browser supports PDF files.
12. Click on **Add New** to add the User.

Tips and Tricks

Success is at the tip of the cone

Display Setup

Purpose

Set the default values for the language, figures, dates, printing and display.

Procedure

- **Decimal Places** - the number of decimal places to be displayed for Prices, Quantities, Exchange Rates, and Percentages.
- **Date Format and Separators** - the date format and the punctuation used for number and date separators. Ensure that your user preferences date format is same with your system date format to avoid unpredictable result returned by ConSoft-Accounting server.
- **Language** - the default language to be displayed to users.
- **Miscellaneous** - various miscellaneous settings to be used by users.

Tips and Tricks

Success is at the tip of the cone

Forms Setup

Purpose

Set/reset the current reference number for various forms.

Procedure

Enter the first/next number to appear on each respective form. ConSoft-Accounting will increment this number by one each time the corresponding form (ie. invoices, sales orders, etc) is created. These numbers can be reset by re-entering the desired starting number.

Example 1: If you wish your invoices to have 6 digits and start at 500000 simply enter that figure into *Next Reference* and it will be used as the next reference number. ConSoft-Accounting will automatically increment this number each time a new document of the specified type is created.

Tips and Tricks

- ConSoft-Accounting can work with alpha-numeric references too. So, if you want to prepend sales orders with an S you would enter: S0001.

Success is at the tip of the cone

Payment Terms

Purpose
Set the payment terms for both customers and suppliers.

Procedure
Type in a description for the terms you wish to enforce to your customers or have been set by your suppliers. Click the flag on or off for whether payments are due in a specific number of days or the number of days from the beginning of the following month. Finally, enter the number of days to be used by the aforementioned calculation.

Example 1:
Description - 15th of the Month Following
Flag - Off
Days - 15

Payment will be due 15 days of the month following from day of invoice.

Example 2:
Description - Net 30
Flag - On
Days - 30

Payment will be due 30 days from day of invoice.

Tips and Tricks

Shipping Company

Purpose
Set up the list of shipping companies used by your business.

Procedure
Input the following into their appropriate fields:
1. Company Name or Shipping Method
2. Contact - Sales Rep/Dispatch
3. Phone Number
4. Alternate/Toll-Free Phone Number or Fax Number
5. Address - Drop off location, mailing address, etc.

You may omit all but the Company Name/Shipping Method if you don't require that data.

Tips and Tricks

Success is at the tip of the cone

Taxes

Purpose
To assign GL accounts to each tax used by your business.

Procedure
Define all tax rates you will require. Depending on the location of your business you may need to set up federal, state/provincial, municipal/county, environmental, or other taxes. It is recommended that a separate sale and purchase GL account is assigned to each tax you require. Once this is complete, you should setup your Tax Groups and Item Tax Types

Screenshot

Tax Types

To avoid problems with manual journal entry all tax types should have unique Sales/Purchasing GL accounts.

Description	Default Rate (%)	Sales GL Account	Purchasing GL Account		
Tax GST	5.0	2150 Sales Tax	2150 Sales Tax	✎	✖
VAT	17.5	1060 Checking Account	1060 Checking Account	✎	✖
DDV	20.0	1065 Petty Cash	1065 Petty Cash	✎	✖
Tax PST	7.5	2152 PST Tax	2152 PST Tax	✎	✖

☐ Show also Inactive

Description:	
Default Rate:	%
Sales GL Account:	1060 Checking Account ▾
Purchasing GL Account:	1060 Checking Account ▾

✔ Add new

Back

Tips and Tricks

Success is at the tip of the cone

Tax Groups

Purpose
Tax Groups are useful in setting up sets of taxes so they may be applied to freight and customers appropriately.

Procedure
Create Tax Groups which define which tax rates are applicable to customers in given group. The **Tax Shipping** flag signifies which tax group should be applied to shipping for billing purposes. Only one group may be designated for shipping at a time.

For example, lets say we have two taxes. We have a Good's and Services Tax (GST) and a State/Provincial Sales Tax (PST). Local customers are charged both taxes. Out of state/province customers, or those with special PST exemption, are only charged GST. International/out of country customers pay no taxes. Freight, on the other hand, can only be charged GST as it is exempt from our state/provincial tax.

Group Name	Taxes Include	Tax Shipping
GST & PST	GST & PST	No
PST Exempt	GST	Yes
Tax Exempt	N/A	No

Screenshot

Tax Groups

Description	Tax Shipping		
Tax GST	No	✎	✖
Tax Exempt	No	✎	✖
Imports	No	✎	✖
Tax QC	Yes	✎	✖

☐ Show also Inactive

Description: _____

Tax Shipping: No ▾

Select the taxes that are included in this group.

Tax	Rate (%)
None ▾	
None ▾	
None ▾	
None ▾	
None ▾	

✔ Add new

Back

Tips and Tricks
Tax Groups are not accessible by default, even by the super-admin. In order to enable it, you must go to Access Setup under the Setup tab, select the user group you wish to change and tick the box corresponding to **Tax Groups**. In order for this change to take effect, you must log out and log back in.

Success is at the tip of the cone

Item Tax Types

Purpose

Defines tax rules for individual, or groups, of sale items.

Procedure

Your country, state or province may have specific tax rules for different types of items. In order to make sure taxes are applied correctly to each individual item being sold, define **Item Tax Types** by category. This differs from Tax Groups which apply to customers.

For example, clothing sold for school-age children may be exempt from a state or provincial tax but not federal tax. To achieve this, simply create a category and tick off the taxes which are exempt. If the category is exempt from all taxes, set the *Is fully exempt?* flag to **yes**.

Screenshot

Item Tax Types

Name	Tax exempt		
Regular	No	🖉	✖

☐ Show also Inactive

Description: [|]

Is Fully Tax-exempt: No ▼

Select which taxes this item tax type is exempt from.

Tax Name	Rate	Is exempt
Tax GST	5.0 %	☐
VAT	17.5 %	☐
DDV	20.0 %	☐
Tax PST	7.5 %	☐

✔ Add new

Back

System and General GL Setup

Purpose
Setup default values and GL account assignments for various aspects of your business.

Procedure
First, you must make sure the GL accounts you need are already setup under GL Accounts. Then, using the drop-down lists, assign the GL accounts you want used by default for:
1. General GL Accounts
2. Customers & Sales (Shipping and Handling)
3. Customers & Sales Defaults
4. Suppliers and Purchasing Defaults (See: Suppliers)
5. Items Defaults (See: Item Categories and Items)

Other Defaults you will need to set up are:
1. Past Due interval - Number of days between each past-due periods. A value of 30 is typical for most companies. (ie, 1-30 (first period), 31-60 (second period), 61-90 (third period), etc)
2. Default Credit Limit - Default credit limit for new accounts. (See: Add and Manager Customers)
3. Legal Text on Invoice - Any legal text, like terms and interest charges for overdue payments, which you want included on all invoices.
4. Deliveries Required by - Number of days by which a sales order is considered overdue for shipping.
5. Dimensions Required by - Number of days by which a dimension is considered overdue.
6. Delivery/Invoice Allowance - Percentage by which you allow for deviation in pricing.
7. Allow Negative Inventory - All inventory to be have a negative value. See the tips and tricks below for more information.
8. Work Order Required by - Number of days to allow for manufacturing of items.

Tips and Tricks
The problems with the 'Allow Negative Stock' has earlier set the Average Material Cost to 0 when stock went below 0. This was due to the unsecurity about which prices to use during the 'negative' period. We have now fixed this, from release 2.2.6, so it works almost like in Oracle and QuickBooks. The Average Material Cost still stays there from the last transactions before the stock went below 0. This value is used when delivering items. When a PO arrives or an Item Adjustment is done, the average material cost is now based on this new value until the stock again is above 0. The GL Inventory/COGS accounts are adjusted to the correct prices for deliveries during the 'negative' period. A Cost Update is done in the background. Then, when stock is above 0, the normal algorithms works as before.

If you have the 'Allow negative stocks' marked, you can set the Standard Costs for new items, even if there is no stock in there yet. This value will be used during deliveries. When the correct prices are there, the GL accounts are updated just as before. But doing this will help you getting an estimated COGS. If you don't enter the Standard Cost, you will have to wait with COGS until there are better prices available (when entering POs or Item Adjustments).

Success is at the tip of the cone

Fiscal Years

Purpose

Fiscal Years are used to separate the accounting years from each other. A country's legal authority have various rules about how these **Fiscal Years** should be setup. A **Fiscal Year** often follow a normal Calendar Year, Jan 01 - Dec 31. But it could also be a broken year, for example, Jul 01 - Jun 30. Many countries allow you to have an initial prolonged year, for example, Jul 01 2009 - Dec 31 2010.

Procedure

When you start a new Company, you should check that the **Fiscal Year** is setup correctly. If this is not your starting **Fiscal Year**, then you should start by creating the starting **Fiscal Year**. After you have corrected the starting **Fiscal Year**, you can delete other **Fiscal Years** if there are no transactions in them. Now set this new **Fiscal Year** on your company by selecting Setup tab, Company Setup.

If the first year is setup as Jan 01 2011 - Dec 31 2011 and your starting Fiscal Year should be Jul 01 2011 - Jun 30 2012, then you must first create a short dummy year, Jan 01 2012 - Jun 30 2012. Create another Year Jul 01 2012 - Jun 30 2013. Set the company to use this year. Now close and delete the year Jan 01 2011 - Dec 31 2011. Close and delete the short dummy year Jan 01 2012 - Jun 30 2012. And then create the correct broken **Fiscal Year** Jul 01 2011 - Jun 30 2012. After the creation, set this **Fiscal Year** as active on the company. You are now ready to make your transactions. You have 2 fiscal years and you are using the current one.

When you reach the end of your **Fiscal Year**, you have to create another new **Fiscal Year**. When you want to switch **Fiscal Year** on your company, go into company setup and do that. When you have finished your year-end entries, you may close the **Fiscal Year**.

A closed **Fiscal Year** can no longer be used for entries. When a **Fiscal Year** is closed, the difference between all asset and liability accounts are brought forward as a Journal Entry where the Default account for *Retained Earnings* is credited (if this is a profit, otherwise it is debited). And the default account *Profit/Loss Year* is debited (if this is a profit, otherwise it is credited).

You can have as many **Fiscal Years** running as you want, but for performance reasons you should not have more than needed (by your legislations). When you delete a **Fiscal Year**, the assets, liabilities and equities are brought forward. All other unneeded transactions such as documents are deleted.

Tips and Tricks

Success is at the tip of the cone

Printers

Purpose

This page defines the printers attached to the ConSoft-Accounting system. Configuring these printers allows you to have the various reports, lists, labels etc to be printed automatically to the appropriate printers once configured.

Definitions
- **Printer Name:** - is short printer identifier
- **Printer Description:** - longer description for users (e.g. printer location or type of printer - color, fast laser etc).
- **Host name or IP:** - IP or printserver name. This can be localhost or any print server as known by your DNS service.
- **Port:** - Printer daemon listening port. Currently the only supported protocol is lpd, and default port for this service is usually 515.
- **Printer Queue:** - Printer queue name (see manpage of lpd).
- **Timeout:** - Timeout on network connection to printer server in seconds. Default is 20.

To list your printer queue on linux you can issue: lpq -a command. Printer name is displayed in the form: queue_name@local_name.
If you wish to use cups server you should enable lpd sevice in it. See cups documentation how to set it.

Procedure

Tips and Tricks

Success is at the tip of the cone

Create/Update Companies

Purpose

Here you can add new companies or change connection data for companies already in use.

Procedure

Tips and Tricks

Never use the same database for two or more companies unless you really trust every admin on all companies. As Backup and Restore area is not reserved for site admin, but available for any single company admin, tables which belong to other companies can be overwritten accidentally or intentionally without warning.

Procedure

Tips and Tricks

Quick Guide to activating extensions.

Versions of ConSoft-Accounting above 2.3 now have an automated, repository based extension system. To activate an extension, logon to ConSoft-Accounting as the system administrator (only) and do the following:

1. Go to Setup / Install/Activate Extensions

The system retrieves extensions from the ConSoft-Accounting remote server AND picks up any directories you have under /modules.

2. Click the 'file' icon to activate the extension you want.

3. Select the USER you want to activate the extension for in the drop down box at the top of the page

Click the tick-box for the extension you want.

4. Go to Setup / Access Setup

In the list of available extensions, click the tick-box for the extension you want to use.

5. Logoff and log back on to start using your extension.

Files required for a new extension module

1. Your custom extension code file (eg. import_transactions.php)

2. hooks.php

The hooks file creates a new class that extends hooks. In this class, you implement some or all of

install_options

install_tabs

install_access

And, you must implement

install_extension

activate_extension

Both of these functions return true.

For submitting a new extension, you should also create an _init/config text file that describes the extension.

See a new extension module like asset_register to understand the code.

Success is at the tip of the cone

Create/Update Companies, Install/Update Languages, Install/Activate Extensions, Software Upgrade

Purpose

Some administrative menu options available under Setup tab are potentially dangerous for site security if used maliciously. To minimize risk of exploitation those options are available for nobody but admins of first registered company (company 0), which are considered as site admins or super admins. It means that regardless of access setup those options are not accessible for users of any other company.

The following menu options have influence on overall security of the system, so they are available only to the super admins:

- Create/Update Companies
- Install/Update Languages
- Install/Activate Extensions
- Software Upgrade

For detailed instructions on how to use the above options, please follow their respective links.

It is important to note that these options are **disabled**, but still visible, for all users except the super-admins.

Procedure

1. If already logged in as any user, except super-admin, log-out.
2. Change company to company 0. In most cases, this is Training Co. (****Important!****)
3. Enter **admin** (or any valid name set for admin user) as your *login name*.
4. Enter the *password* you chose when setting up **ConSoft-Accounting**.

Tips and tricks

The super-admin exists **only** on company 0. If you are logged onto an account on any other company setup in ConSoft-Accounting, you will not be able to access super-admin options. If you still have no access to any of above special menu options, you have to fix Access Setup for your role.

Success is at the tip of the cone

Requests And Feedack

For any requests, questions and feedback :

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ConSoft-Accounting User Manual

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