BLUE CHAMELEON : General Accounting

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Chapter 6

General Accounting

This Chapter's aim is to unravel how General Accounting is taken care of inside Blue Chameleon.

Most commands explained in this section are accessible from the [Sales] command group.

6.1 Working with external accounting system

External system matters are taken care of from the *External System Management Page*, as accessed via [Sales] / [External system] and featured at Fig.6.1. All actions described in this section are done using this page's buttons.

Figure 6.1: The *External System Management Page*, with buttons designed to accomplish external accounting-related actions.

⚠️ *For this page to be accessible, the 'External Account Management:' at the Merchant Configuration Page (9.1.6) must be set to either 'manual export' or 'automatic export if possible'.*

The aim of defining accounts and indicating them while on various pages (such as, for instance, article pages (3.2.1.1)) is to make any invoice, payment,... easily exportable

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(6.1.2) through the means of a file or, if applicable, to the Online General Accounting tool (6.5).

6.1.1 External accounts management

⚖️ *User rights for handling external accounts can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element*

External account and export management

In various pages of Blue Chameleon, an external account has to be given, through which to link an object (article, delivery method, tax,...) to the External Account System. External accounts are defined through `External accounts` / `Add new external account`, as shows Fig.6.2.

On the subsequent *Add External Account Page*, you will have to pick this new external account's type from a drop-down menu ; several are available :

- 'article' and 'article expenses' : to be associated with an article while at its *Add/Modify Article Page* (3.1.1/3.2.1.1) ;

- 'client' : to be associated with a client while at her/his *Add/Modify Client Page* (2.1/2.2.3) ;

- 'VAT' : to be associated with a tax code (6.3.2) ;

- 'stock article' and 'pending stock article' : to be associated with a stock category or stock article (3.6.1.3, 3.6.1.4) ;

- 'bank account' : to be associated with a bank account (6.2.1) ;

- 'credit note account' : to be associated with a credit note account (6.2.2) ;

- 'cash register account' : to be associated with a cash register account (6.2.3) ;

- 'delivery' : to be associated with a delivery method (4.5.1) ;

- 'payment' : to be associated with a payment method (6.4.1) ;

- 'salesperson' and 'counterpart' : to be associated with a salesperson (9.6.1) ;

- 'cash register transition' : to be associated with a user (9.4.2);

- 'pending depreciation' and 'pending expenses' : to be associated with stock article statuses (3.6.5.1.1).

For all of these, an account can be defined as default (only defined once, appearing as <Default> in the related page's 'External account:' menu) or specific (several for each type can be defined, appearing as the given account number in the related page's 'External account:' menu).

Figure 6.2: Adding a new external account 40001, which will be used as the specific external account for clients.

Current external accounts are then handily accessed via External accounts. They are there displayed as a list with for each account its label, the type attached to it, and the possibility to edit or delete it with the help of Modify and Remove buttons (Fig.6.3).

Figure 6.3: Viewing current external accounts, with a search tool by type.

In order to accomplish all operations related to external accounting (such as exporting), it is necessary that at least default accounts for clients, articles, payment and delivery methods are defined.

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6.1.2 Manually exporting data : through a file and/or the External System

This task is done when, at the *Merchant Configuration Page* (9.1.6), choice for 'External account management:' has been given to [manual export ⬍] (but can also be achieved even if 'automatic export if possible' was chosen). Manual exporting is achieved through [Export to external system], as pictured in Fig.6.4.
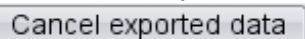

Figure 6.4: Exporting to the External System.

Apart from the menus enabling the timely selection of data to export, several check-boxes allow to :

- export canceled orders (4.4.2) ;

- export stock movements (3.6.5.7), *or* only stock movements ;

- export only the accounts ;

- produce only the export problem report : see 6.1.2.1 ; this checkbox must be **unticked** in order to really process the export ;

- export into local accounting system, i.e. OGA (6.5).

For the latter, if the Online General Accounting tool (6.5) is installed on your Blue Chameleon account, enabling this box will export the various invoices, payment,... to OGA on the 'Shop to Accounting' Journal (6.5.4.2).

If necessary, it is also possible from the *External System Management Page* to Cancel exported data .

6.1.2.1 Export problem report

If the 'Export problem report only:' checkbox is ticked before manually exporting data (see above), an export simulation will be done : at the end, a list of problems related to why some invoices, stock article movements, payments... (if any) would not be exported is displayed. An example is featured on Fig.6.5.
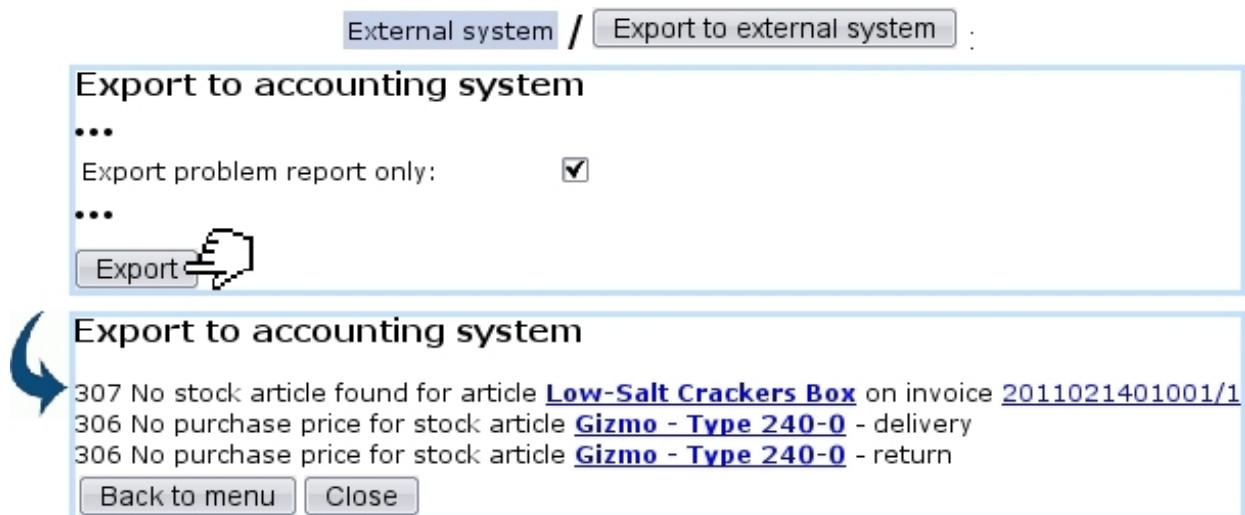

Figure 6.5: This report shows what would not be successfully exported and why.

This report, clearly showing the causes, allows to fix them, so that a real export (made with 'Export problem report only:' unticked) can be done without any flaw.

The generating of such a report also counts as a system task (9.8) ; as long as this task is not closed, it is possible to view the problem report anytime with the click-link as available on **Home** :
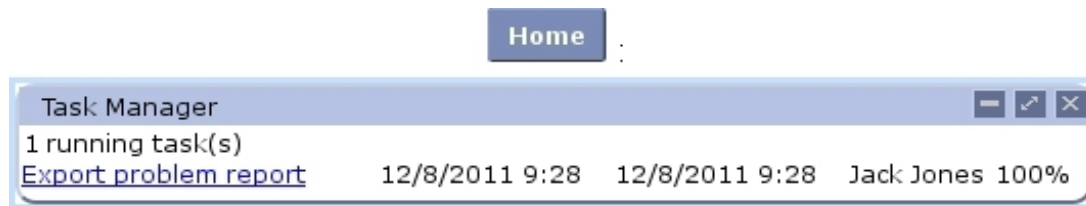
6.1.2.2 Manually exporting missing commissions

Missing commisions (9.6.2) have a dedicated page for manual exporting, as featured in Fig.6.6. This page is roughly similar to the one described above, with two new menus :

- an 'Article:' menu, for restricting export to commissions related to one particular article (by default, <All>) ;

- a period menu, with month and year.

Figure 6.6: Exporting to the External System the missing commissions.

6.1.3 Automatically exporting data

If, at the *Merchant Configuration Page* (9.1.6), **automatic export if possible ⬍** has been chosen for 'External account management:', invoices and payments are directly exported to the External System (i.e. if applicable the Online General Accounting tool, 6.5) as soon as they are created.

6.1.4 Stock export

As seen in Fig.6.4, the *Export to External System Page* provides a checkbox to export stock movements. Those can be of the following :
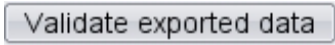
- stock entries (3.6.3) ;

- stock deliveries (3.6.4) ;

- stock exits (3.6.5.8) ;

- stock returns (3.6.5.9).

Amounts are written on credit and debit accounts that differ according to stock movement's nature and whether related stock article has depreciation. The following table sums up which accounts will be written on during the export process :

Stock movement	Credit account	Debit account
Stock entries	Pending Stock Article	Stock Article
Stock deliveries and exits	Stock Article	*If stock article has depreciation :* Pending Depreciation *If stock article has no depreciation :* Pending Expenses
Stock deliveries and exits	*If stock article has depreciation :* Pending Depreciation *If stock article has no depreciation :* Pending Expenses	Stock Article

All of these accounts need to be defined (6.1.1) for stock movement exports to be properly processed.

6.1.5 Validating data

Once data has been exported, it may be necessary to validate it via Validate exported data . As shown on Fig.6.7, system shows how many invoices, payments,... have been exported and are now to be validated.

6.1.6 Exporting to flat file

The last possibility on the *External System Management Page* is to export the data on a flat file. Now, it is possible to define an interval date inbetween which to take data, and also to pick a specific external account ; finally, choice can be made to export only data that has been previously exported.

Fig.6.8 shows for instance the flat file creation related to already-exported data on all external accounts.
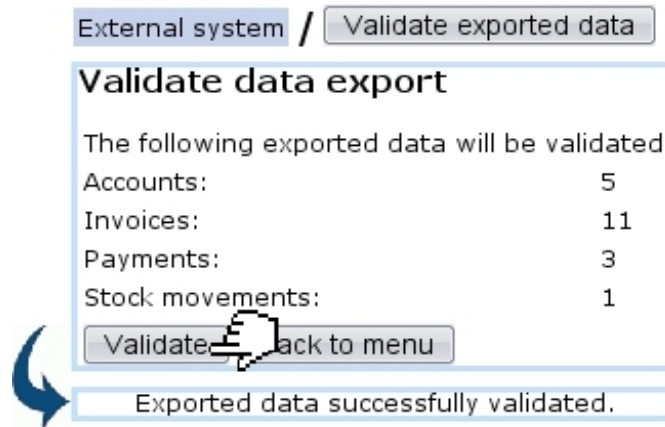
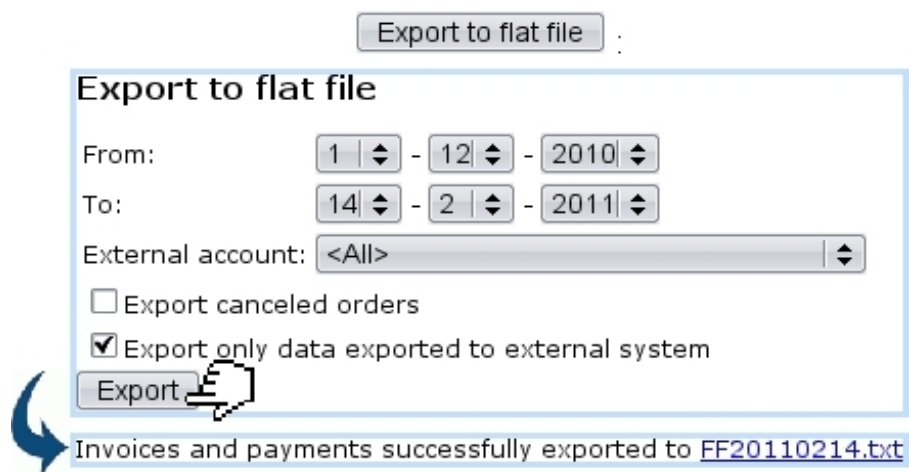Figure 6.7: Validating previously exported data.

Figure 6.8: Exporting accounting data to a flat file.

On confirmation screen, clicking on the link shows the flat file's contents ; to save the flat file, do a right-click save the target.

Fig.6.9 finally shows an excerpt of this example flat file.

FF20110214.txt :

```
"Reference";"Valuedate";"Account";"Credit";"Debit";"Label"
"FB173";"2011-02-02";"410100";"0.00";"11.80";"Invoice #2011020201001 - Seranescu Pompilius"
"";"2011-02-02";"1012";"0.00";"90.00";"Chunky Choc Bar"
"";"2011-02-02";"30000";"0.00";"8.00";"Receive order by mail"
"FB75";"2011-01-14";"410100";"0.00";"68.00";"Invoice #2011011401001 - Ferguson Bob"
"";"2011-01-14";"1012";"29.00";"0.00";"Cracker Box"
"FB179";"2010-12-11";"410100";"98.00";"0.00";"Invoice #2010121101002 - Smith John"
"";"2011-12-11";"1012";"0.00";"24.00";"Chunky Choc Bar"
"FB180";"2010-12-08";"410100";"24.00";"0.00";"Invoice #2010120801001 - Barnes Cletus"
"";"2010-12-08";"1012";"0.00";"2.00";"Low-Salt Crackers Box"
"";"2010-12-08";"1012";"0.00";"0.80";"Tomato-Flavored Crackers Box"
"";"2010-12-08";"1012";"0.00";"1.00";"Cheddar Crackers Box"
"";"2010-12-08";"30000";"0.00";"8.00";"Receive order by mail"
...
```

Figure 6.9: An excerpt of a flat file.

6.2 Merchant bank accounts

Accessed via Sales / Merchant bank accounts , they gather several types of accounts that appear in various contexts :

- bank accounts, to be associated with payment methods (6.4.1) ;

- credit note accounts, necessary to register credit notes (5.7) ;

- cash-box accounts, necessary to create cash registers (9.2.1).

They are directly displayed as a click-list when accessing either Bank accounts , Credit note accounts or Cash-box accounts from the aforementioned path, each item in the account leading to the description of the clicked account, while Modify and Remove buttons allow respectively to edit information on account or delete it completely.

6.2.1 Bank accounts

The management of your bank accounts is accessed via Sales / Merchant bank accounts / Bank accounts . There, as pictured in Fig.6.10, Add new bank account leads to a page where you pick up the bank this new account is homed at, thanks to a drop-down menu ; then, fill in the account itself in IBAN form. Validation is finally done by clicking on Add at the bottom of the page.

[In Development : internationalizing bank account adding]

A bank account is attached to a default or specific 'bank account' external account (6.1.1).

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Work in Progress...

Figure 6.10: Adding a new bank account.

6.2.2 Credit note accounts

These are set in the way shown at Fig.6.11.

Credit note accounts / Add new credit note account :

Add merchant credit note account

Account: for Subs

External account: 32232 - CN Account ⬍

Add

Figure 6.11: Adding a new credit note account.

A credit note account is attached to a default or specific 'credit note' external account (6.1.1).

6.2.3 Cash-box accounts

These are set in the way shown at Fig.6.12.

Cash-box accounts / Add new cash-box account :

Add merchant cash register account

Account: C#1

External account: 32333 - CR Account ⬍

Add

Figure 6.12: Adding a new cash-box account.

A cash-box account is attached to default or specific 'cash register' external account (6.1.1).

6.3 Tax settings

Tax is an important component that is featured whenever an order or invoice are dealt with ; Blue Chameleon handles taxes in a geographical way, that is to say, whether an order is made in your country of from another place in the world.

Fig.6.13 shows the *Tax Code Page* as accessed via **General** / Miscellaneous / Taxes . It features two buttons, one to manage tax categories and another to add tax codes.

General / Misc / Taxes :

Tax codes

Add new tax					

Category	Tax	Short	External account		
USA	VAT 6% (6.00 %)	UV6	44572 - Am-VAT 5%	Modify	Remove
EU	VAT 15% (15.00 %)	EU15	44573 - Euro-VAT 15%	Modify	Remove
Rest of the world	Rest of the world (0.00 %)	RotW	<Default>	Modify	Remove

Tax categories

Figure 6.13: *Tax Code Page*, featuring all defined tax codes.

The functions of these are explained below.

6.3.1 Tax categories

The *Tax Category Page* as accessed via the eponymous button (as found on the *Tax Code Page*, see above), allows you to define geographical zones and for each, the way taxes apply (without, optionally, or mandatorily).

This page is featured on Fig.6.14, which also shows an example of tax category creation.

These defined time zones will be then featured on the 'Countries where orders are accepted from' menus of the *Modify Merchant Page* (9.1.9) for Country and Languages.

Figure 6.14: *(Top :)* The *Tax Category Page* ; *(bottom :)* adding 'Rest of the World' as a zone for which no tax apply.

6.3.2 Tax codes

As illustrated on Fig.6.15, various tax codes with different amounts and applying to the zones as previously defined are then created through the [Add new tax] as found on the *Tax Code Page.* Each tax code must have a default or specific 'VAT' external account (6.1.1) attached to it. Also, a shorter label can also be defined.

Figure 6.15: Adding a new tax code.

Already-defined tax codes can be viewed, modified or deleted anytime.

6.4 Payment methods

It clearly stands as determinative that you have handy and numerous payment methods for receiving clients' payments. The payment method managing is accessed via

General / Miscellaneous / Payment methods .

6.4.1 Defining and managing payment methods

Payment methods are defined in an exact way as article delivery methods, fully described in 4.5.1. Fig.6.16 shows for instance the creation of a by-transfer payment method.

Figure 6.16: Adding a payment method where client payments will be transferred on the specified account.

A payment method requires to be assigned three accounts :

- a related bank or cash-box account (6.2.1, 6.2.3) ;

- a default or specific 'payment' external account (6.1.1) ;

- a credit note account (6.2.2).

Also, payment costs, if any, are set in a similar way as for delivery costs (4.5.1.1).

6.4.1.1 Payment methods and supported article delivery methods

For each payment method, as listed from `Payment methods`, it is necessary to define the article delivery methods that are supported by this payment method. Fig.6.17 shows for example the setting of supported delivery methods for the 'credit card' payment.
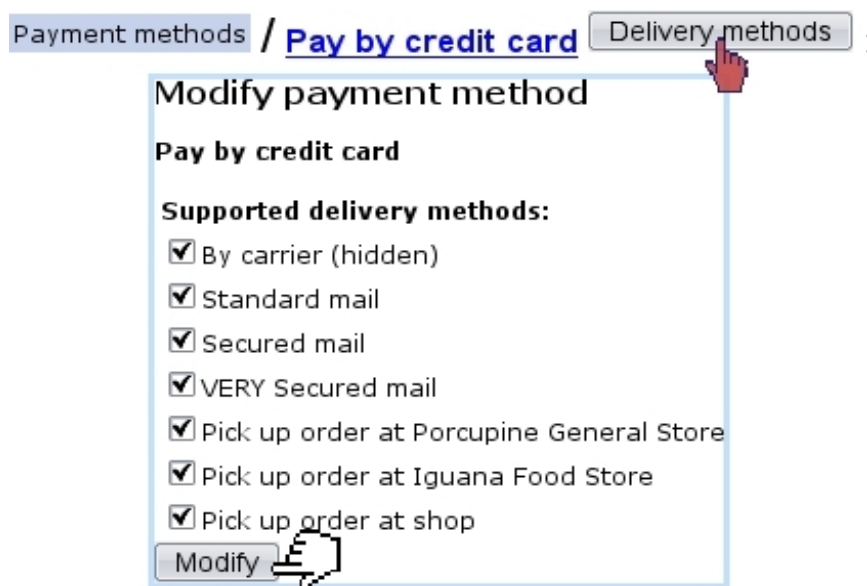

Figure 6.17: This payment method will support all pick-up-order delivery methods.

6.4.2 Payment method sets

Payment method sets are used to gather payment methods and are accessed via `Miscellaneous` / `Payment sets` ; in order to access this, 'Payment set management' must be enabled at the *Merchant Configuration Page* (9.1.6). Fig.6.18 then shows for instance the creation of such a payment set.

Figure 6.18: Creating a payment method set gathering certain payment methods with common features.