

BLUE CHAMELEON : General Accounting (Full)

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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

(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).

External accounts / Add new external account :

Add external account

Type: ▼

Account:

Label:

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).

External accounts :

External accounts

Account: Account type: ▼

1012	Default Article Account	Default article	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
30001	Food articles	Specific article	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
40001	Client account	Specific client	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
44000	Default VAT Account	Default VAT	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
44572	Am-VAT 5%	Specific VAT	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
44573	Euro-VAT 15%	Specific VAT	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>

...

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.

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.

External system / **Export to external system** :

Export to accounting system

The following data are ready for export: **Recalculate**

Accounts:	5
Invoices:	11
Payments:	3
Stock movements:	1

Date of last posting to export: 11 - 2 - 2011

Export postings in years: 2011 to 2011 by value date

Export canceled orders:

Export stock movements:

Export stock movements only:

Export accounts only:

Export problem report only:

Export into local accounting system:

Export filename: Expt.xml

Export

Export to accounting system

The following data have been exported to [Expt.xml](#):

Accounts:	5
Invoices:	11
Payments:	3
Stock movements:	1

Back to menu **Close**

Task successfully closed

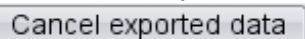
Figure 6.4: Exporting to the External System.

Apart from the menus enabling the timely selection of data to export, several checkboxes 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



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.

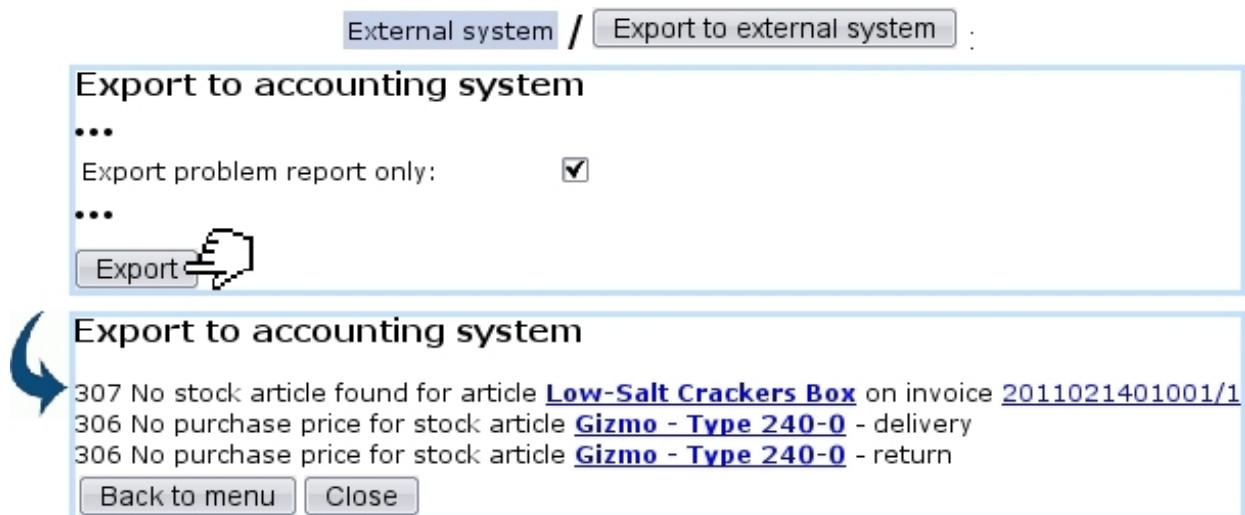


Figure 6.5: This report shows what would not be successfully exported and why.

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 commissions (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 :

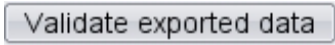
- stock entries (3.6.3) ;
- stock deliveries (3.6.4) ;
- stock exits (3.6.5.8) ;
- stock returns (3.6.5.9).

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	<i>If stock article has depreciation :</i> Pending Depreciation <i>If stock article has no depreciation :</i> Pending Expenses
Stock deliveries and exits	<i>If stock article has depreciation :</i> Pending Depreciation <i>If stock article has no depreciation :</i> 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 . 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.

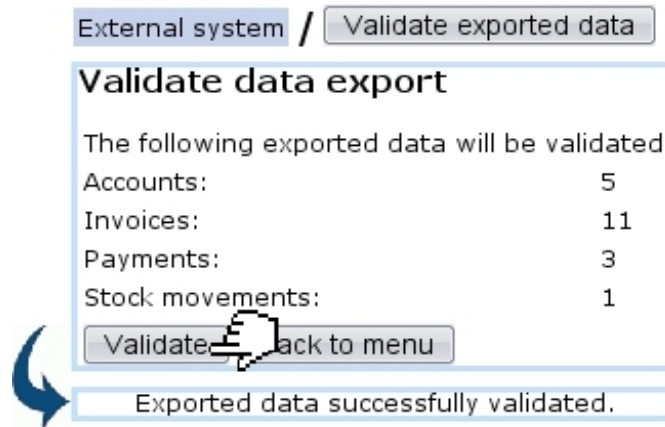


Figure 6.7: Validating previously exported data.

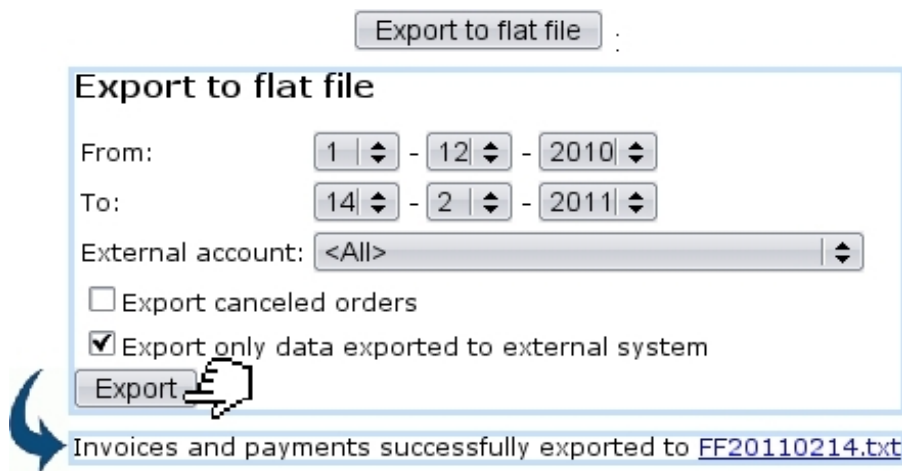


Figure 6.8: Exporting accounting data to a flat file.

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.

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

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.

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]

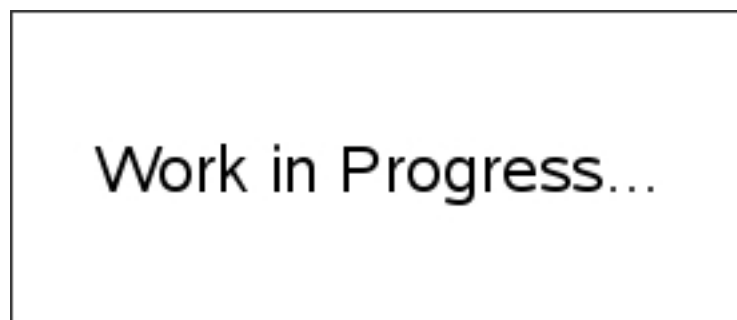


Figure 6.10: Adding a new bank account.

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

6.2.2 Credit note accounts

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

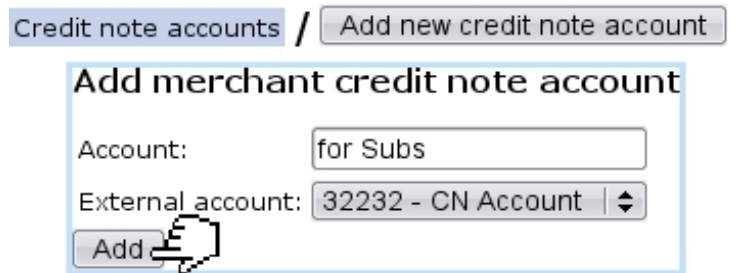


Figure 6.11: Adding a new credit note account.

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.

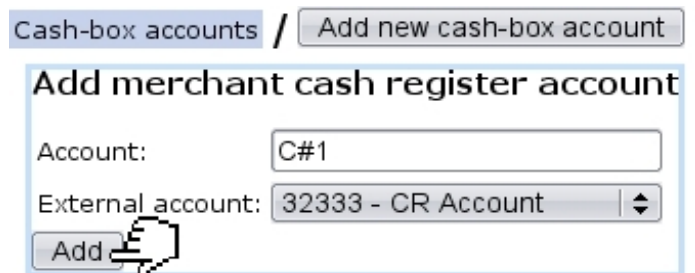


Figure 6.12: Adding a new cash-box account.

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

6.3 Tax settings



User rights for managing taxes (creating, modifying, deleting) can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Tax management

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.



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.

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.

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

General / Misc / Taxes / Tax categories :

Tax code categories

Add new category

Category	Tax	
USA	with taxes	Modify
EU	optional taxes	Modify

Add new category :

Add tax category

Category: Rest of the world

Tax: without taxes

Add

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

General / Misc / Taxes / Add new tax :

Add tax code

Category: EU

Tax rate: 15 %

Label: Euro-VAT 15%

Short label: EU15

External account: 44573 - Euro-VAT 15%

Add

Figure 6.15: Adding a new tax code.

6.4 Payment methods



User rights for payment methods management (creating, modifying, sets,...) can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Payment management

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

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.

Payment methods / [Pay by credit card](#) / Delivery methods :

Modify payment method

Pay by credit card

Supported delivery methods:

- By carrier (hidden)
- Standard mail
- Secured mail
- VERY Secured mail
- Pick up order at Porcupine General Store
- Pick up order at Iguana Food Store
- Pick up order at shop

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.

Misc / [Payment sets](#) / [Add new payment set](#) :

Add payment method set

Label:

Payment methods:

- Pay by credit card
- Bank domiciliation
- Pay by check
- Transfer to our Bahamas account
- Transfer to our Caiman Islands account
- Via Paypal

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

6.5 The Online General Accounting tool (OGA)

In order to take care of your company's general accounting, Blue Chameleon provides a complete, dedicated and secure tool that will enable you to :

- manage accounts ;
- register VAT-enabled, general postings on your own defined journals ;
- generate printable PDF files of
 - balances and postings, searchable through diverse criteria ;
 - the Balance Sheet and Income Statement ;
 - the General Ledger.


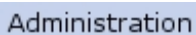
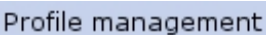
OGA's "online" character will make you avoid the hidden costs associated with traditional accounting software such as installation, upgrades, exchanging data files and backup.


All commands as used below are accessed via the  command group.




6.5.1 Rights related to OGA

Rights for OGA are related to users for their general access to it and for their access to specific accounts.

6.5.1.1 Setting OGA access to users

OGA's access and features can be set for different users, each of them being assessed a 'Profile' amongst 16 available. First, as shown on Fig.6.19, through  /  / , the list of all profiles is displayed.

A  button right to 'Profile 1' is clicked and it is possible to change 'Profile 1' to user's name ; render this profile active.

Then, as featured on Fig.6.20 the user's rights for OGA are set on her/his *Modify User Page*, via  /  / . A profile is selected, here 'Mary'.

For this user, the various rights rule access and creation/modifying rights pertaining to :

- Applet : rules whether user has access to OGA's components that feature search-result pop-ups, for instance when doing posting searches. This right is set better set to (at least) 'View' for each OGA user ;

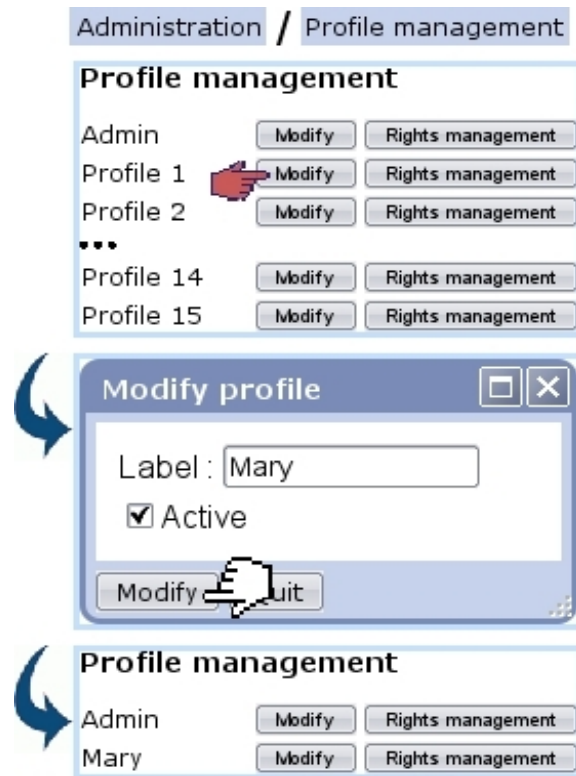


Figure 6.19: On OGA, 'Profile 1' is now changed to 'Mary'.

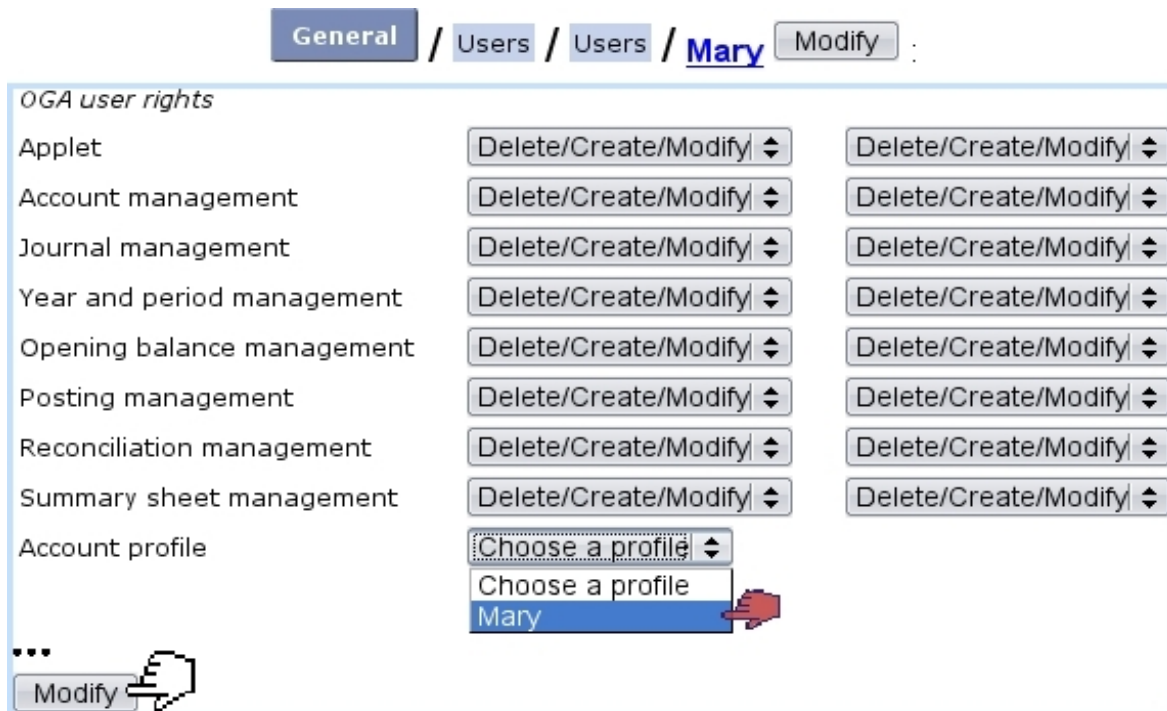


Figure 6.20: User Mary is given OGA rights and is also assessed the OGA profile as created for her.

- Accounts (generally speaking : 6.5.3.1 ; rights for individual accounts can be set

separately, 6.5.1.2) ;

- Journals (6.5.4) ;
- Year and period (6.5.5) ;
- Opening balance (6.5.5.2) ;
- Postings (6.5.6.2) ;
- Reconciliations (6.5.6.7) ;
- Summary sheets (6.5.8).

6.5.1.2 Setting a user's rights on accounts

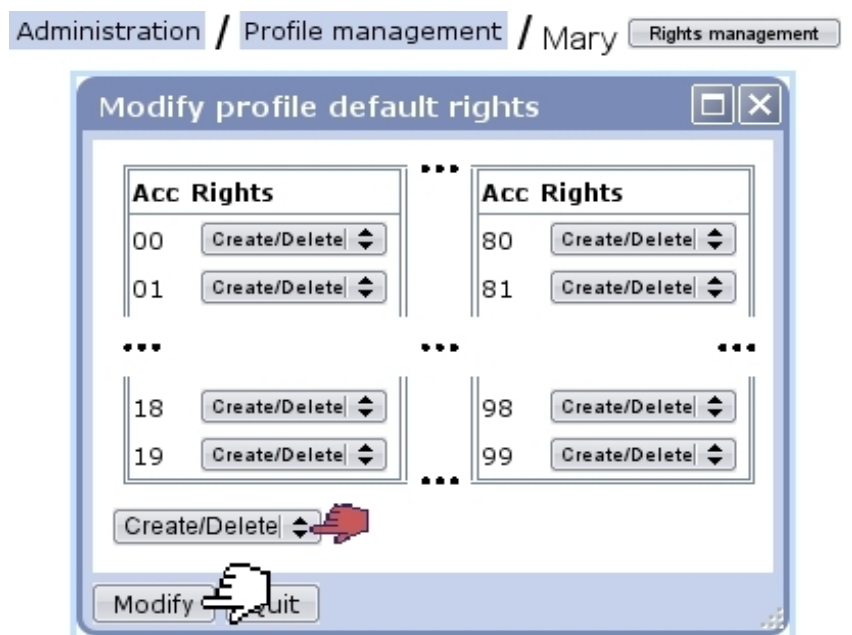


Figure 6.21: Setting full rights to user Mary on all account numbers.

These rights are to be set through **Rights management** as available from the page displayed at Fig.6.19 above. As seen on Fig.6.21, a pop-up window numerically lists accounts from 00 to 99, with for each the possibility to assess rights. For instance, concerning '31' :

- setting it to 'None' : accounts beginning by '31' will be invisible to user ;
- setting it to 'View' : accounts beginning by '31' will appear to user, but s/he will not be able to achieve any action on them ;
- setting it to 'Post/Modify' : user will be able to do postings on accounts beginning by '31' and also modify them ;
- setting it to 'Create/Delete' : all of the latter, plus user will be able to create accounts beginning by '31' and delete them.

The menu at the bottom-left of this pop-up window can be used to set all 100 rights to any value.

6.5.2 First time using OGA

The following describes what has to be done first when starting using OGA.

6.5.2.1 Opening the accounts

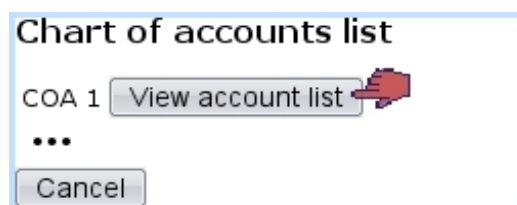
If you are using OGA for the first time, no accounting year and no accounts have been defined yet.

These steps are to follow :

- Going through **Accounts** / **Definition** leads to the page where a new accounting year is opened :



- then, you will be lead to a Chart of Accounts (COA) list :



...where clicking on the **View account list** button right to a particular COA will display the accounts it holds (6.5.9) :



- you can there uncheck or check the accounts you want to be featured ;

- by finally validating by you are now able to define further accounts, as described at 6.5.3.1.

If you do not wish to download any chart of account, simply click on the button as available at the bottom of the chart of accounts list.

The downloading of a COA also sets special accounts (6.5.3.2.1), though you might want to re-set your own.

6.5.2.2 Creating the journal for the current year

Once the accounts have been dutifully defined as previously explained, create one (or several) journal(s) for the current year as described in 6.5.4.

The previous step as described above automatically creates Opening, Closing (6.5.4.1) and Shop-to-Accounting journals (6.5.4.2).

6.5.3 OGA Accounts

How to manage accounts, from creation to search matters is exhaustively described in the following.

6.5.3.1 Adding of accounts

With OGA first settings done as described in 6.5.2, it is possible to create as many accounts as necessary, through / .

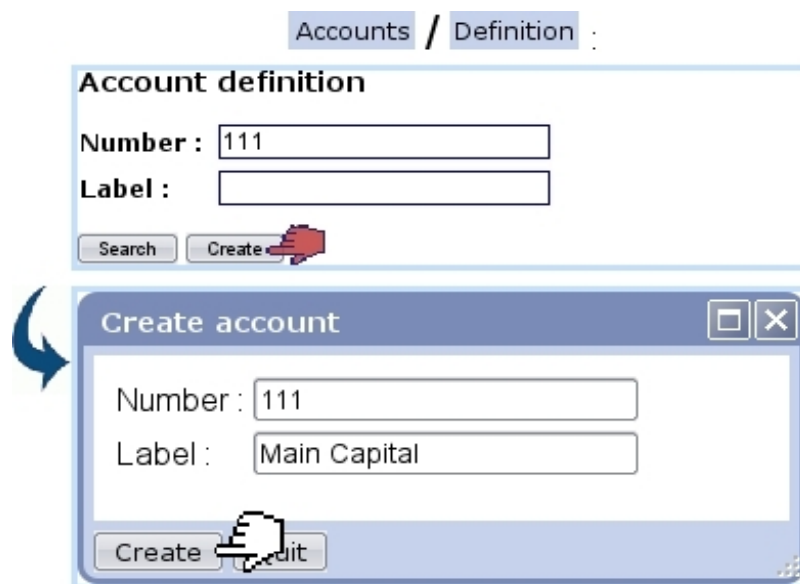


Figure 6.22: Creating a new account.

As shown in Fig.6.22, type a specific account number in the 'Number:' field ; you may want to verify its availability first by : it will display already-existing accounts that begin by this number (see 6.5.3.4 for details about looking for accounts). If it is unused, make appear a pop-up window where this new account's label is filled.

Its type (Balance Sheet or Income Statement - and for the latter, whether Expenses or Revenue) is automatically set by Blue Chameleon according to the first digits entered.

6.5.3.1.1 OGA accounts and accounts used in Blue Chameleon context



If you plan to use the export functionalities of the External System context as described in 6.1.2 to import to OGA everything pertaining to invoices, payments,... it is mandatory that in the context of OGA you define accounts matching those defined while in the External Accounts context (6.1.1), and vice-versa.

6.5.3.2 Properties of accounts

An account has the following properties :

- whether it is a normal account or a special account (6.5.3.2.1) ;
- whether it featured in the Balance Sheet or the Income Statement (and in that case, whether it belongs to Expenses or Revenue) ;
- how the postings (6.5.6.2) on this account deal with VAT (6.5.6.1) : if it will never be associated with one, or if VAT is optional, or if VAT is to be mandatorily chosen.

These three properties are inherited from the Chart of Accounts as loaded when OGA's very first use (6.5.2.1) ; for instance, an account '4001' will inherit of the properties of the nearest account as proposed in the Chart of Accounts : there checking first the existence of a '4001' account, then (if it does not exist) the existence of a '400' account... ; the '4' account being set as the bottom line.

These properties can of course be modified afterwards (6.5.3.3).

6.5.3.2.1 Special accounts When re-evaluating the results either through the dedicated menu element (6.5.5.1) or while displaying summary sheets (6.5.8.3), the Credit-Debit difference is calculated for both the Balance Sheet and the Income Statement and subsequent results are written unto two special accounts, either as previously downloaded via a Chart of accounts (6.5.2.1) or created and then modified (see below) through the 'Special :' menu.

To perform those operations, these accounts are thus necessary.

6.5.3.3 Modifying account's properties

As pictured in Fig.6.23, an account's properties (6.5.3.2) as well as its label (but not its number) can be modified anytime.

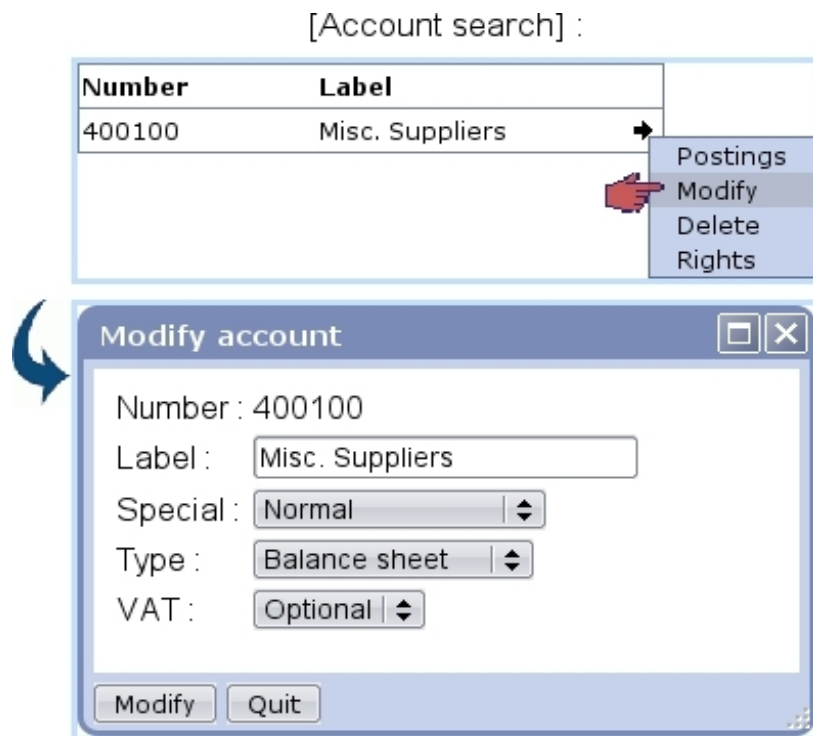


Figure 6.23: These account properties are modifiable.

It is to note that the special accounts associated with the Balance Sheet and the Income Statement are unique for each ; thus, wanting to change the number of either special account requires first to change previous account to 'Normal'.

6.5.3.4 Looking for accounts

Various search options ensure to always be able to locate an account.

6.5.3.4.1 Search by number and/or label Existing accounts can be search in different ways, first via **Accounts** / **Definition** / **Search**, which, as displayed for instance in Fig6.24, with '1' in the 'Number:' field, displays all accounts beginning by '1'.

Also, a similar search can be achieved this time on the account's label, by entering its first letters (or its full name) in the 'Label :' field.

6.5.3.4.2 Search by number range In addition to this, **Accounts** / **List** makes it possible to look for accounts which numbers stand in a defined range, for example from

Accounts / Definition :

Account definition

Number :

Label :

Number	Label	
111	Main Capital	➔
113	Secondary Capital	➔

Figure 6.24: Looking for all accounts beginning by '1'.

Accounts / List :

Account list

Account :

to :

Number	Type	Label	
400100	Suppliers	Misc. Suppliers	➔
400101	Suppliers	Phone Company	➔
400102	Suppliers	EZ Cleaners	➔
400103	Suppliers	Blue Lotus Catering	➔

Figure 6.25: Viewing accounts belonging to a certain range.

'400' (included) to '401' (not included) (Fig.6.25).

The 'Type' as displayed there is inherited from the Chart of Accounts as downloaded during OGA's very first use (6.5.2.1).

On this page, an button is also available in order to export the result list as a CSV file.

6.5.3.5 Managing accounts

On a list of accounts as displayed after an account search 6.5.3.4.1, a single click on ➔ right to each of them (or a right click on the account line) displays this small menu (Fig6.26).

The following actions are possible :

- **Postings** displays in a pop-up window all the postings done on this account (6.5.3.6) ;

[Account search] :

Number	Label
111	Main Capital

Postings
Modify
Delete
Rights

Figure 6.26: This menu enables to take dedicated actions on one specific account.

- **Modify** can be used to change this account's properties (6.5.3.3) ;
- this account can be also **Delete**'d ;
- finally, **Rights** related to this account (6.5.1.2) can be changed.

6.5.3.6 Postings on a specific account

Accounts / Posting search :

Posting search

Account : ? Bernie K.

Date : to : by :

Postings :

Year :

VAT :

↓

Posting list

Account	Value date	Posting date	Journal	Reference	Label	Debit	Credit
410102	29/03/2010	29/03/2010	JO10	Sale #1234	SL-1234	100.00	0.00

[Right-click] :

Counterpart
Reconciliation
Modify
Print
Back

Debit: 100.00
Credit: 00.00
Balance: -100.00

Figure 6.27: Looking for postings done on a specific account.

It is possible, via **Accounts** / **Posting search**, to get the list of postings achieved on a specific account, as displayed on Fig.6.27. Search criteria include :

- account number ;
- date range, with ordering by either value date or posting date ;
- the displaying of all postings, or either only the reconciled (viz. un-reconciled) ones (6.5.6.7) ;
- the year : current, previous, or all ;
- an associated VAT (6.5.6.1), or any of them, or no associated VAT.

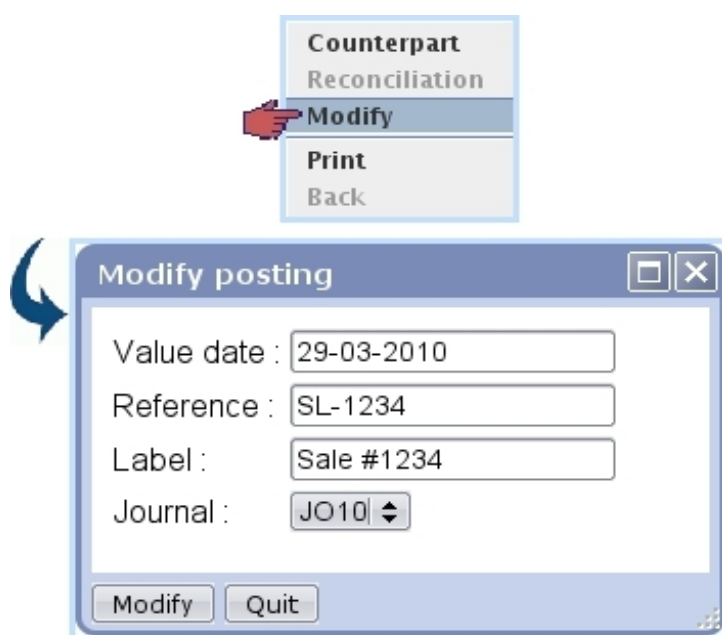


Figure 6.28: The value date, reference, label and journal for a specific posting can be modified.

The subsequent pop-up window lists all the postings made on this account ; it is possible to displace the view columns ('account', 'value date', 'label',...) and fix their width with the mouse just like a standard file explorer. What is more, a right-click on the line of a particular posting displays a small menu allowing to do the following :

- display the corresponding **Counterpart** ;
- if applicable, show any related **Reconciliation** that may have been performed on this posting (6.5.6.7) ;
- **Modify** this posting in the way illustrated at Fig.6.28 ;
- **Print**, displaying this particular posting as a printable PDF.

Finally, a **Print** button at the bottom-left of the pop-up windows (or a similar one at the former search page) displays the search results - all postings - as a printable PDF.

6.5.3.7 Looking for balances

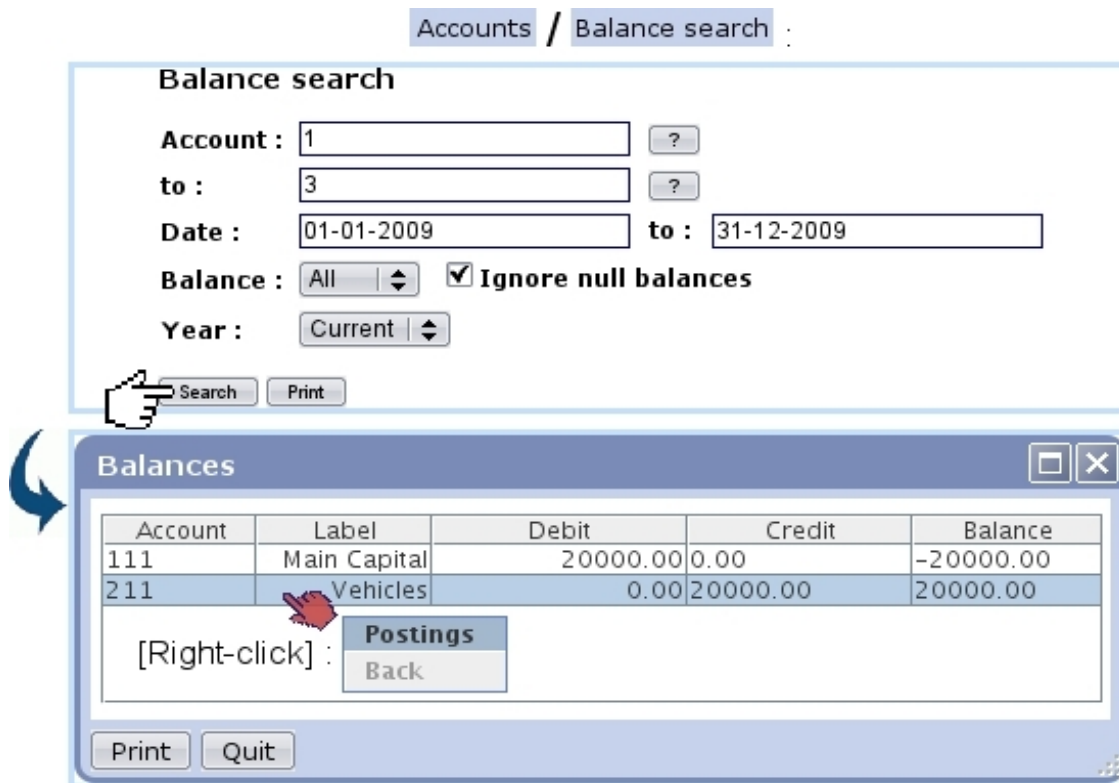


Figure 6.29: Viewing the balances on a specific account range.

Balances can be displayed for account ranges and date via **Accounts / Balance search**, as displayed in Fig.6.29.

There, the following search criteria are inputted :

- the range of accounts in between which to search balances ;
- a date range ;
- all balances, or either debit or credit ;
- whether null balances are shown or not ;
- the year, which in the case of Current or Previous must match the above date range ;
- an associated VAT (6.5.6.1), or any of them, or no associated VAT.

A right-click on a line of this pop-up window shows a small menu where it is possible to display the corresponding postings, in a similar way as described in 6.5.3.6.

Also, a **Print** button at the bottom of this pop-up window (or a similar one at the former search page) can be clicked on to display these balance results in a PDF file.

6.5.4 Journals

A defined journal is necessary to do postings. In order to create one, go through **Options** / **Journals** / **Add**. On subsequent pop-up window as featured in Fig.6.30, it is possible to **Copy** the rights from another journal, fill in labels and choose the year ('this year' or 'any') this new journal will correspond to.

Also, the type of this new journal is picked amongst four options ('General', 'Opening balance', 'Opening/closing balance' and 'Shop to general accounting') and modifications/reconciliations on journal's movements can be authorized or not.

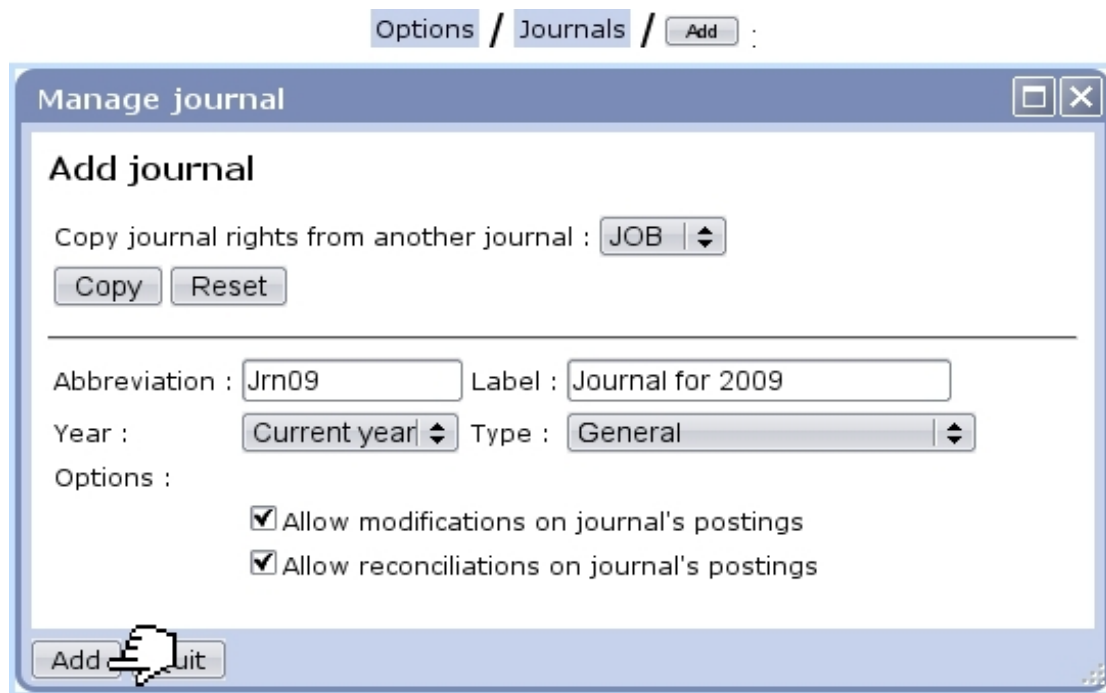


Figure 6.30: Creating a new journal for year 2009, of the 'General' type, with authorized modifications and reconciliations.

Several journals can be created for the current year ; the choice between them will be proposed while doing postings (6.5.6.2). On this list of journals, only the journals for the selected year (6.5.5.3) are shown.

After its creation, if no posting has been done in it, it is possible to **Modify** any property of a journal or even **Delete** it. If postings have been made, it cannot be deleted and the only modifications that can be done to it are label and small label changes.

6.5.4.1 Opening balance and closing balance journals

By OGA's first use, default opening balance and closing balance journals are created ; they are used in order to respectively do opening balances/opening a new year

(6.5.5.2/6.5.5.6) and closing the current year/re-evaluating results (6.5.5.5/6.5.8.3).

6.5.4.2 The 'Shop to general accounting' journal (JSTA)

Whenever an export to External System is made, whether manually (6.1.2) or automatically (6.1.3), the various transactions are imported to OGA on the JSTA journal, which is yearless.



For exports to be properly made, it is necessary that accounts as defined and used in the External System (6.1.1) match the ones defined in OGA (6.5.3.1).

As an example, Fig.6.31 shows a posting and its counterpart (6.5.3.6) as imported from the External System.

[Posting Search, with displayed counterpart] :

Account	Value date	Posting date	Journal	Reference	Label	Debit	Credit
101	30/04/2009	30/04/2009	JSTA	FB15	Cheddar Crackers Box - Weston Max	0.00	20.00
411	30/04/2009	30/04/2009	JSTA	FB15	Invoice #2009043001001 - Weston	20.00	0.00

Debit: 20.00
Credit: 20.00
Balance: 00.00

Figure 6.31: This OGA posting and its counterpart correspond to a previously-made invoiced order automatically imported to OGA thanks to the External System.

By OGA's first use, such a journal is created by default.

6.5.5 Time matters

As accounting is an activity with a strong time-related aspect, OGA provides functions to easily manage years and periods.

6.5.5.1 Re-evaluating results

Via **Options** / **Re-evaluate results**, balance is re-equilibrated for the current year.



In order to do a re-evaluation of results, the following have to exist :

- *an 'Closing Balance' journal (6.5.4.1) ;*
- *special accounts (6.5.3.2.1) to which put the evaluating of Assets-Liabilities and Revenue-Expenses differences.*

6.5.5.2 Opening balance

As featured on Fig.6.32, via **Options / Opening balance**, it is possible to update the opening balance of the current selected year (chosen as described at 6.5.5.3) and if wanted, update the years that follow.



Figure 6.32: Updating the opening balance of the current selected year.



In order to do an opening balance, an 'Opening Balance' journal (6.5.4.1) has to exist.

6.5.5.3 Changing current year

Through **Options / Change year** it is possible to change the year on which transaction postings are made. As shown at Fig.6.33, years (until the highest year that has been added as shown in 6.5.5.6) are listed and selected via a click.

6.5.5.4 Closing current period

The current period can be closed via **Options / Close period**.

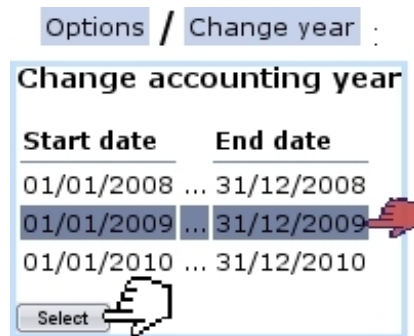


Figure 6.33: Changing the current year to 2009.

6.5.5.5 Closing current year

The current year can be closed via **Options / Close current year**. **After this operation, no postings can be done on this year anymore.**

6.5.5.6 Opening a new year

Via **Options / Open next year**, a new year can be opened, and for that matter, the next year. Also, at the very first use of OGA (6.5.2.1), you will be first led to this screen in order to open the current year.

6.5.6 Postings

How to create transactions in OGA and the general aspects surrounding them are described below.

6.5.6.1 VATs

When adding a transaction on an account, OGA features the automatic adding of a VAT line if that account has at least 'Optional' or 'Required' for its VAT property (6.5.3.3). Then, on the screen to create a transaction as illustrated below, a 'VAT : ' menu then appears, featuring the taxes that have been defined at 6.3.2.



For a VAT to appear in the menu, it is mandatory that VAT accounts as defined in the OGA environment (6.5.3.1) and those created in the External Accounts environment (6.1.1) correspond to each other :

- an external account '44572' labeled '44572 - Euro-VAT 6%' had been defined ;

- it was then associated to a new tax code (Fig.6.15) ;
- an OGA account '44572' is created.

...then : in the Posting environment, the tax '44572 - Euro-VAT 6%' will be available, and movements will be written on OGA account 44572.

6.5.6.2 Adding a transaction

Postings / Add transaction :

Add general transaction :

Ref : Date : Journal: Period: 3

Label :

Account number : Bernie K.

Debit Amount : VAT:

Credit

Account number	Label	Debit	Credit	VAT

0.00


Account number	Label	Debit	Credit	VAT
410102	Sale #1234	100.00	00.00	6%
44572	Euro-VAT 6%	6.00	00.00	-

-106.00


Figure 6.34: Recording a debit transaction line on account '410102' : the corresponding tax line is calculated and added automatically.

Through **Postings / Add transaction**, it is very easy and straightforward to add a transaction. As shown on Fig.6.34, several things are inputted :

- optionally, a mail document (7.7) can be attached to the transaction through the button (6.5.6.3) ;
- a reference 'Ref:' for this transaction, along with the date, which also can be chosen by clicking on the calendar icon ;
- the journal (6.5.4) it will be written to, set automatically to the journal of the selected year (see 6.5.5.3 on how to change it) or leaving the choice between several journals for the selected year if more than one journal has been created for this year ;

- a label for this transaction ;
- if inputed account's property for VAT (6.5.3.3) is either 'Optional' or 'Required', a tax menu (6.5.6.1) ;
- the account number (6.5.3.1) this transaction line is done unto ; if unsure,  displays a small account search tool by beginning number/label similar to the one explained above ;
- the Debit/Credit toggle ;
- the amount of the transaction line.

Add general transaction :

Ref : Date :  Journal: Period: 3

Label :

Account number: Sales

Debit Amount:

Credit

Account number	Label	Debit	Credit	VAT
410102	Sale #1234	100.00	00.00	6%
44572	Euro-VAT 6%	6.00	00.00	-
-106.00				

Account number	Label	Debit	Credit	VAT
410102	Sale #1234	100.00	00.00	6%
44572	Euro-VAT 6%	6.00	00.00	-
700	Sale #1234	00.00	106.00	-
0.00				

Figure 6.35: The counterpart has been recorded in a similar way as above (on the corresponding counterpart account and 'Credit' chosen instead of debit) and balance is therefore null : posting can be validated.

Its counterpart is then registered in a similar way by entering the counterpart account ; as shown on Fig.6.35, the balance is null and therefore transaction can be validated by clicking the button a last time.

Once inputed, a line can be modified in any possible way (account, amount,...) via a double-click.

Has a mistake been done in a line, it is possible to suppress it by single-clicking on corresponding line (thus marking it with a ✓) and clicking .

6.5.6.3 Adding a mail document to a transaction

Many transactions stem from the receiving of an invoice (e.g. from suppliers) or are related to some received or sent paperwork. As Blue Chameleon already handles the management of paperwork (7.7) by allowing to upload sent/received scanned documents, OGA enables to attach the relevant document to a transaction so as to make accountancy more transparent.

Fig.6.36 shows the process of selecting a mail document to attach it to a transaction. **There, only untreated (7.7.6) documents of the 'Accounting' type (7.7.7) are shown.** [In Development]



Figure 6.36: Like reference, date and journal, this document will be a propriety of this transaction.

After selection, if needed, document can be removed anytime before transaction is validated through the icon.

Upon successful validation of the transaction, document becomes flagged as treated.

6.5.6.4 Accounting documents to be treated

The need to record a transaction based specifically on a document can arise ; through a dedicated page, still-untreated mail documents of the 'Accounting' type can be shown ; clicking one then leads to the page for recording a new transaction, with this very document conveniently pre-selected :



6.5.6.5 Interim postings

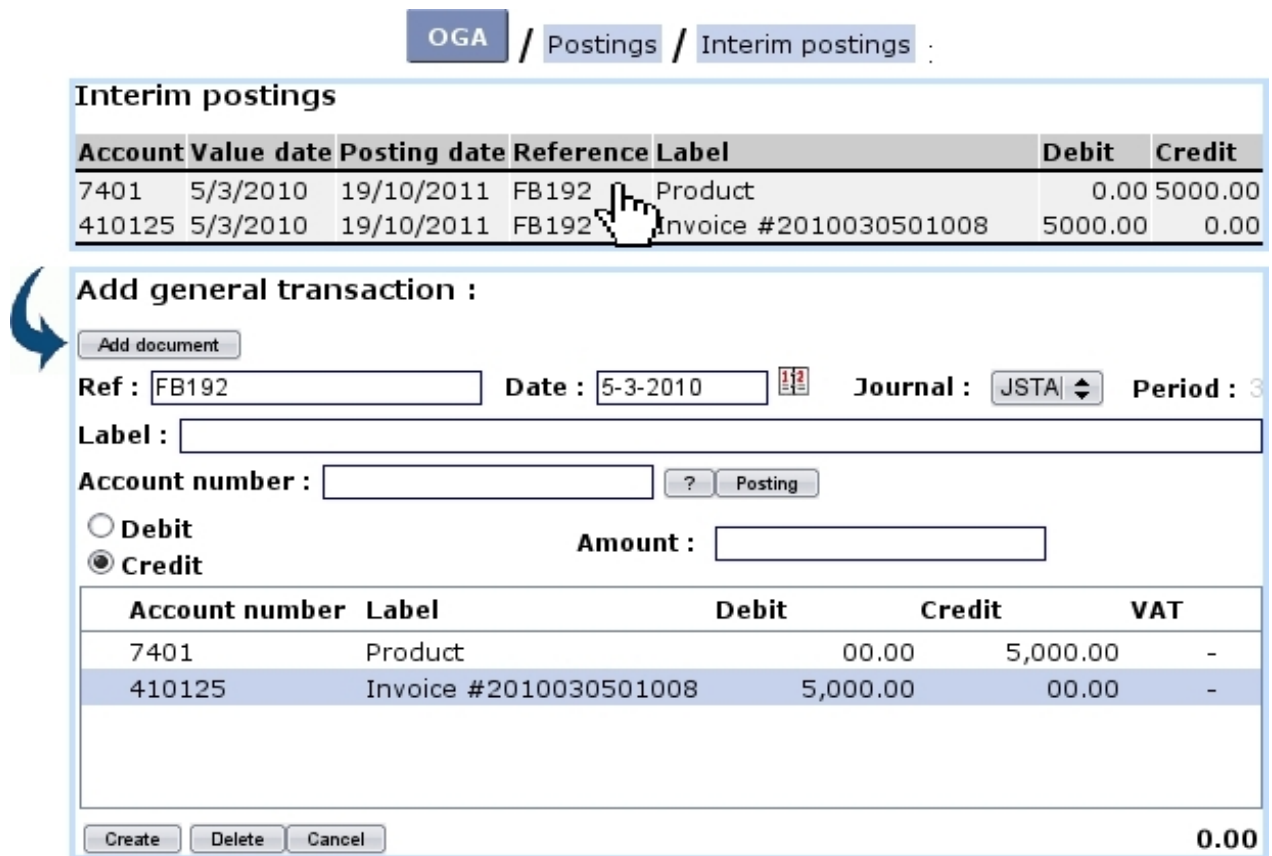


Figure 6.37: An 2010 invoice, that was not exported on time, is properly recorded in OGA.

Sometimes, invoices and payments as registered through Blue Chameleon might not be exported (6.1.3) to OGA in time, i.e. their value date stands in a closed accounting year (6.5.5.5).

For that matter, OGA provides a list of exported invoices and payments that stand before the opened accounting year, leaving all room to then process them accordingly to new dates.

Fig.6.37 shows an example of a stranded transaction, i.e. a 2010 invoice that was not exported when OGA's 2010 was opened. This transaction is clickable as a whole and then leads to the page for recording a transaction, with all the items already filled.

It is then enough to change the date (to conform to current accounting year) and click **Create** to at last create the transaction in OGA. The pre-selected journal is the Shop-To-Accounting JSTA (6.5.4.2).

Upon success, the interim postings will have disappeared from this interface.

6.5.6.6 Looking for postings

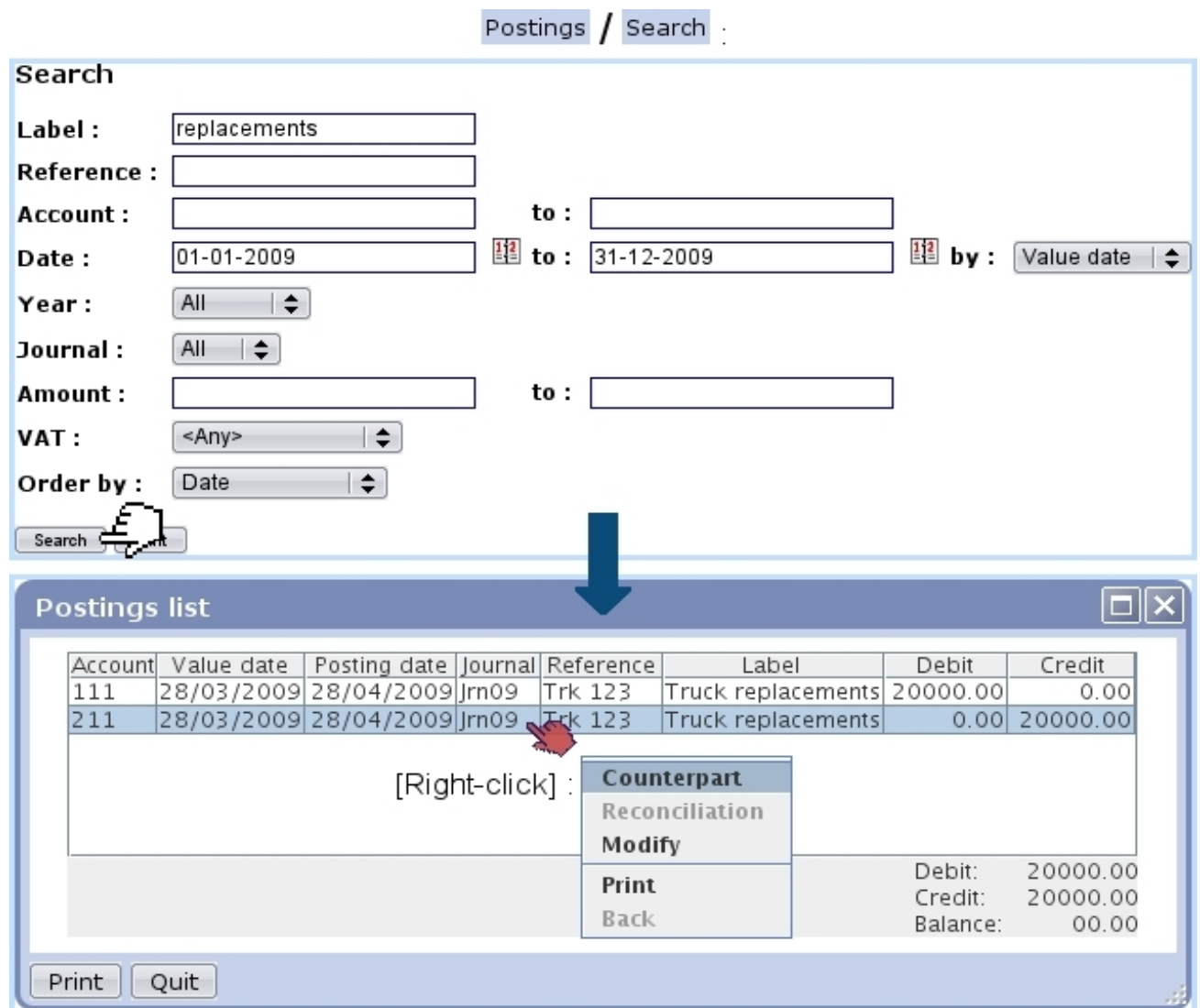


Figure 6.38: Looking for transactions containing 'replacements' and displaying them.

A posting search tool, as featured at Fig.6.38, is available through **Postings / Search** : it provides diverse search criteria, such as, amongst others :

- the transaction label or reference pattern ;
- the account range and amount range ;
- the date span ;
- a specific journal (6.5.4) ;
- an associated VAT (6.5.6.1), or any of them, or no associated VAT.

Search results are then displayed in a pop-up window similar to the one in Fig.6.27, concerning posting searches on a specific account.

Postings / Search / :

Retail Food Company		Posting list - all VATs ,accounts 0-9,01/01/2009-31/12/2009					28/4/2009 14:47	
Value date	Posting date	Account	P.	Ref.	Jrnl	Label	Debit	Credit
28/03/2009	28/04/2009	111	3	Trk 123	Jrn09	Truck replacements	20,000.00	0.00
28/03/2009	28/04/2009	211	3	Trk 123	Jrn09	Truck replacements	0.00	20,000.00
Total debit								20,000.00
Total credit								20,000.00
Total balance								0.00

Figure 6.39: An extract of the PDF file that can be generated through a posting search..

A right-click on a particular posting shows the same small menu as described in 6.5.3.6 for posting searches on a specific account.

It should also be noted that a PDF file (an extract of which is shown at Fig.6.39) of the corresponding search can be obtained through the button, at the bottom of this pop-up window (or a similar one at the former search page)

6.5.6.7 Achieving reconciliations for an account

This operation is achieved via / . A usual account search tool displays accounts, and via , a list of all postings done on this account is displayed, in the way shown at Fig.6.40.


Then, by clicking on postings to reconcile so that total amount becomes null, is clicked and reconciliation is achieved.

To cancel reconciliations, pick or in the bottom left-hand menu of the page and select the postings to de-reconcile in a similar way as above ; finally, the bottom right-hand button (now changed to) is clicked to remove these previous reconciliations.

Unreconciled postings

Number: 411
Label: C Client

Value date	Posting date	Journal	Reference	Label	Debit	Credit
30/04/2009	30/04/2009	JSTA	FB15	Invoice #2009043001001 - Weston Max	20.00	0.00
04/05/2009	04/05/2009	Jrn09	FP5	Payment #2009050401C000005 - W ...	0.00	600.00
04/05/2009	04/05/2009	JSTA	FB16	Invoice #2009050401001 - Weston Max	223.00	0.00
04/05/2009	04/05/2009	JSTA	FB17	Invoice #2009050401002 - Weston Max	377.00	0.00

 [click those three lines]


Unreconciled ▾ Previous year 0.00  Reconciliation

Figure 6.40: Achieving reconciliations on a specific account.

6.5.7 The General Ledger

This important document can be generated through **Postings / General ledger**, where, as shown in Fig.6.41, a year is defined.

Upon click on **Print**, a PDF file representing the General Ledger for the chosen year is automatically generated.

6.5.8 Summary sheets

Consisting in the Balance Sheet and the Income Statement, these documents, automatically generated by OGA, can be tailored to feature your custom selection of accounts. The main page for these, as illustrated on Fig.6.42 is accessed via **Postings / Summary sheets**.

6.5.8.1 Types of summary sheets

OGA's default summary sheets are called "Balance sheet" and "Income statement", but it is possible, through **Types**, to modify their names. Adding other ones (so as to create, for instance, a detailed balance sheet), as featured in Fig.6.43, is also possible.

While these two default summary sheets cannot be deleted, any other can be, provided it does not have any content.

The type of a summary sheet is always reminded by **[Balance sheet]** or **[Income statement]** right to its name.

General ledger							
Date :		01-01-2009		to :		31-12-2009	
<input type="button" value="Print"/>							
111 Main Capital							
28/03/2009	28/04/2009	3	Trk 123	Jm09	Truck replacements	20,000.00	0.00 -20,000.00
						Balance 111	20,000.00
						Balance 11	20,000.00
						Balance 1	20,000.00
211 Vehicles							
28/03/2009	28/04/2009	3	Trk 123	Jm09	Truck replacements	0.00	20,000.00 20,000.00
						Balance 211	20,000.00
						Balance 21	20,000.00
						Balance 2	20,000.00
640 Wages							
10/09/2009	29/04/2009	9	Sld 02	Jm09	Wages for 09	10,000.00	0.00 -10,000.00
						Balance 640	10,000.00
						Balance 64	10,000.00
						Balance 6	10,000.00
702 Sold products							
10/09/2009	29/04/2009	9	Sld 02	Jm09	Products, sold	0.00	50,000.00 50,000.00
						Balance 702	50,000.00
						Balance 70	50,000.00
						Balance 7	50,000.00
811 Result of the year							
10/09/2009	29/04/2009	9	Sld 02	Jm09	Result 09	40,000.00	0.00 -40,000.00
						Balance 811	40,000.00
						Balance 81	40,000.00
						Balance 8	40,000.00

Figure 6.41: Generating the General Ledger for the year 2009.

Summary sheets	
Type :	Balance sheet <input type="button" value="v"/>
From :	01-01-2010 to : 31-12-2010
<input checked="" type="checkbox"/>	Re-evaluate results
<input type="checkbox"/>	Verify account list
<input type="button" value="View"/>	<input type="button" value="Print"/> <input type="button" value="Export"/>
<hr/>	
<input type="button" value="Types"/>	<input type="button" value="Contents"/>

Figure 6.42: The Summary Sheets Page.

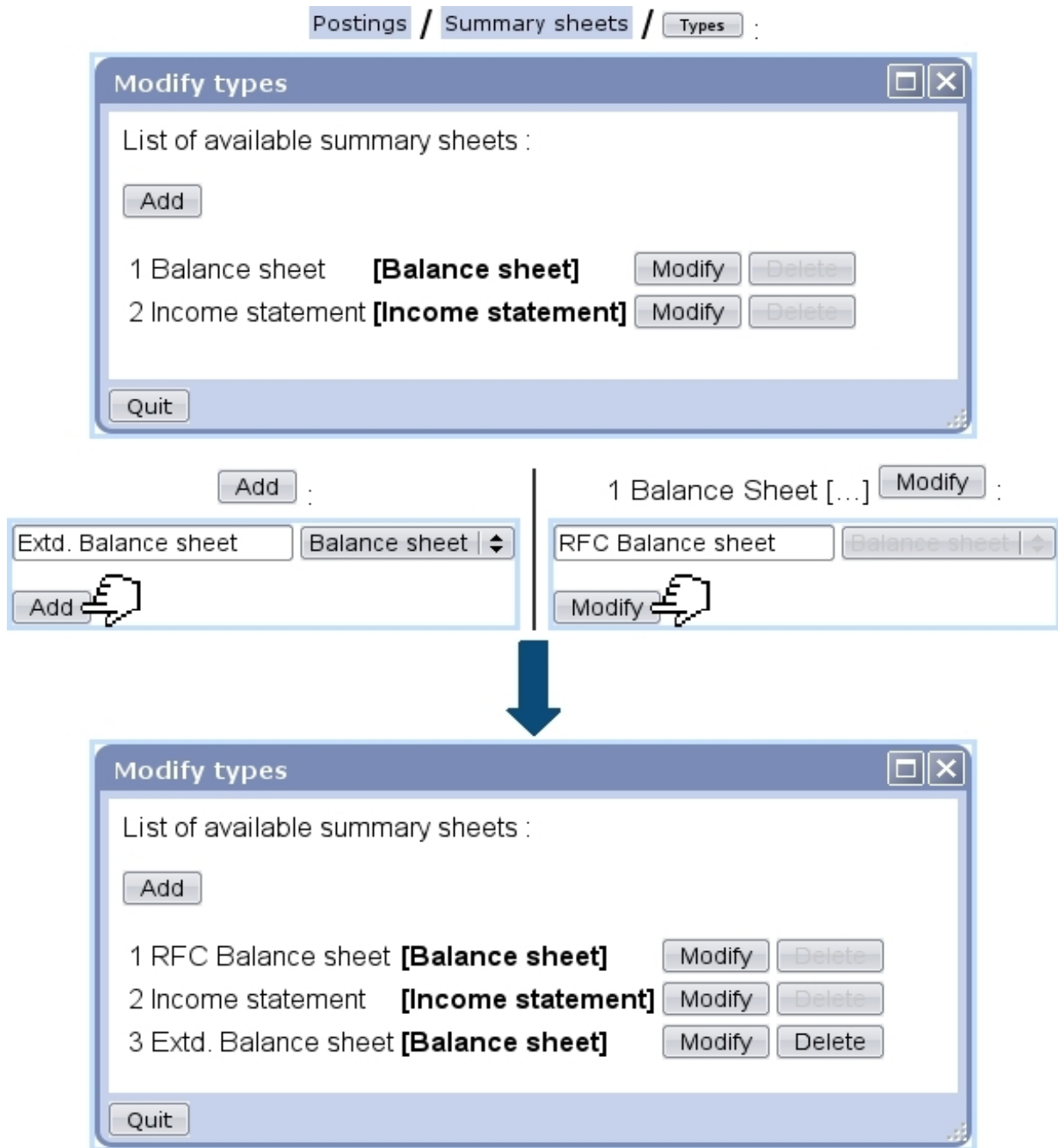


Figure 6.43: Adding a new summary sheet of the "Balance sheet" type ; modifying the title of an already-existing one.

6.5.8.2 Contents of summary sheets

Summary sheet contents are displayed and modified through **Contents**. A new summary sheet has the default contents as displayed on Fig.6.44.

It consists in several elements :

- a menu where all defined summary sheets are featured (6.5.8.1) ;

Postings / Summary sheets / Contents :

Summary sheet : RFC Balance Sheet

ASSETS	
<input type="button" value="Add new ASSETS element"/>	
Fixed assets	2#
Stocks	3#
Third-party accounts	4#
Financial accounts	5#
<hr/>	
<i>Total Assets</i>	
LIABILITIES	
<input type="button" value="Add new LIABILITIES element"/>	
Capital	1#
Third-party accounts	4#
Financial accounts	5#
<hr/>	
<i>Total Liabilities</i>	
<hr/>	
RESULT	112

Figure 6.44: Default contents for a Balance Sheet.

- two main parts (in this example, entitled **ASSETS** and **LIABILITIES**) ended by "Total" lines (here, *Total Assets* and *Total Liabilities*). These are not deletable, but can be modified text-wise by clicking on them ;
 - inside each part, account sums, for instance 3#, which means the total balance of all the accounts beginning by '3' is calculated and displayed. There are also ranges of sums : for instance 401#-409#, meaning the total balance of all accounts only featured in this range is calculated.
 - sub-total lines, aimed at making the total of all elements above ;
- at the very end, an overall result line consisting in Assets-Liabilities for a Balance Sheet or Revenue-Expenses for an Income Statement ; this line features in a non-modifiable way the corresponding special account (6.5.3.2.1) to which the reevaluation of the results (6.5.5.1) will be reported.

Account sums and ranges of sums are added through a button (Fig.6.45) and afterwards can be modified and deleted via a click on them (Fig.6.46).

6.5.8.2.1 Adding a new element Fig.6.45 shows for instance the pop-up that is displayed upon click of the button.

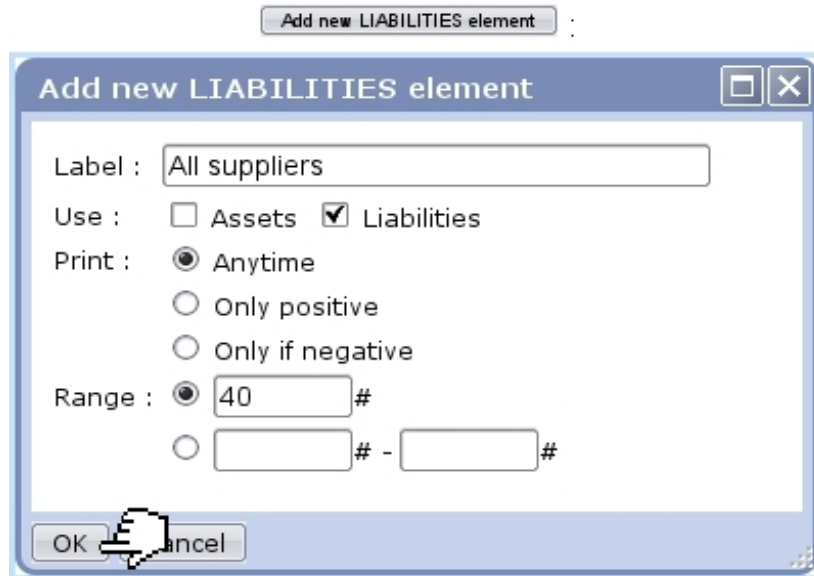


Figure 6.45: Adding a new account sum in **LIABILITIES**.

There :

- a label is given ;
- the relevant checkbox for use (here, Liabilities) is by default checked, but it can be changed if needed (for elements that are to be featured on both sides of the Balance Sheet) ;
- a toggle rules whether this element will be printed out with regards to its sign ;
- finally, whether it will be an account sum or range of sums is selected and the corresponding number/s is/are selected.

6.5.8.2.2 Modifying an element Fig.6.46 shows what choices are available when modifying an element (accessed by simply clicking on it).

While it is possible to modify label, use, print option and number, the nature of the element (account sum/range of sums) cannot be modified. Deletion of element is always possible via the eponymous button.

6.5.8.2.3 Adding a sub-total On the pop-up as featured in Fig.6.46, an **Insert total** button is available for adding a sub-total line right the below clicked line (Fig.6.47).

Sub-total lines can be modified label-wise and deleted through the pop-up as displayed on a click.

6.5.8.3 Displaying summary sheets

As seen on Fig.6.42, summary sheets are available in three different versions :

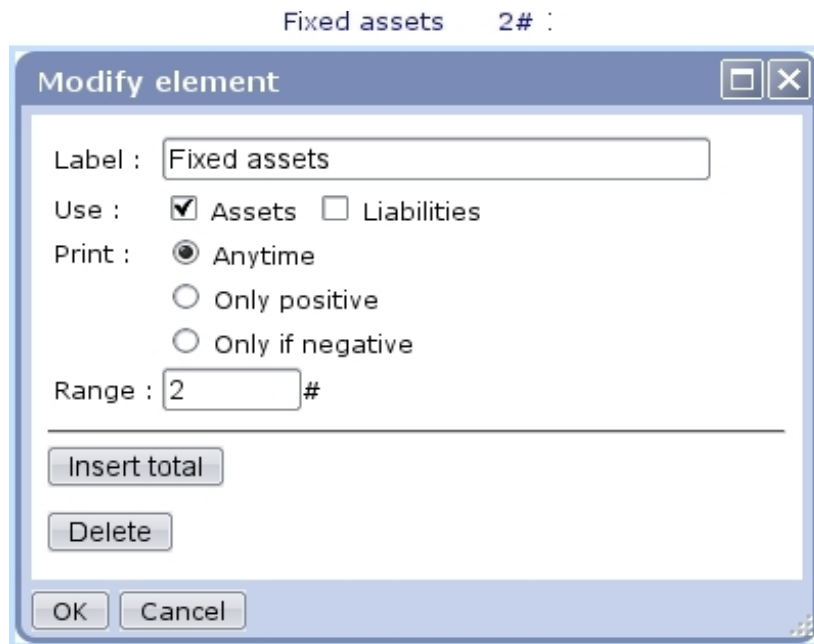


Figure 6.46: Modifying the account sum "Fixed assets".

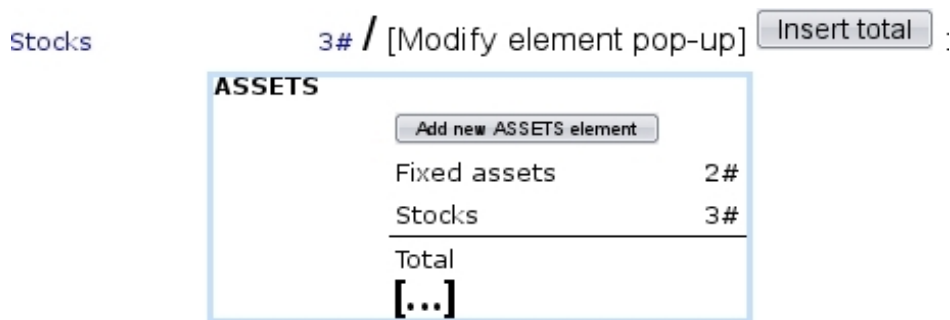


Figure 6.47: Adding a sub-total line to display sum of elements 'Fixed assets' and 'Stocks'.

- a HTML version () ;
- a PDF version () ;
- a CSV version ().

Fig.6.48, Fig.6.49 and Fig.6.50 then show an example of balance sheet as obtained through respectively , and .

Whichever the version, two checkboxes allow to :

- Re-evaluate results : will cause OGA to recalculate all amounts. **This must be checked if there were postings since the last time a summary sheet was displayed.** Special accounts (6.5.3.2.1) have to be defined for operation ;
- Verify account list : will make OGA check if some accounts are not covered by the summary sheet contents (6.5.8.2).

Summary sheets

Type: RFC Balance sheet ▾

From: 01-01-2010 to: 31-12-2010

Re-evaluate results

Verify account list

RFC Balance Sheet 01-01-2010 31-12-2010

Retail Food Company


Assets

2#	Fixed assets	23,163.46
3#	Stocks	12,564.30
	Total	35,727.76
4#	Third-party accounts	320,376.05
5#	Financial accounts	72,308.11
	Total Assets	428,411.92

Liabilities

1#	Capital	85,596.00
4#	Third-party accounts	242,511.78
5#	Financial accounts	1,513.26
	Total Liabilities	329,621.04
	RESULT	98,790.88

Figure 6.48: Generating the balance sheet for the year 2010.

In the HTML version, in front of each summary sheet element, a  can be clicked to show which OGA accounts are held under it. For each displayed account, it becomes then possible, as illustrated in Fig.6.51, to display the postings that have been done this year on it as well as, thanks to clickable tabs, to see the counterpart(s) and, if any, the reconciliation(s).

6.5.9 Predefined Chart of Accounts (COA)

[In development]

Print :

Retail Food Company Balance Sheet, 01-01-2010 31-12-2010 30/12/2010 10:23

Assets			
	2#	Fixed assets	23,163.46
	3#	Stocks	12,564.30
		Total	35,727.76
	4#	Third-party accounts	320,376.05
	5#	Financial accounts	72,308.11
		Total Assets	428,411.92
Liabilities			
	1#	Capital	85,596.00
	4#	Third-party accounts	242,511.78
	5#	Financial accounts	1,513.26
		Total Liabilities	329,621.04
		RESULT	98,790.88

Figure 6.49: The PDF version of the previous.

Export :

	A	B	C	D
1	TYPE	ACCOUNTS	LABEL	AMOUNT
2	Assets	2#	Fixed assets	23163.46
3	Assets	3#	Stocks	12564.3
4	Assets		Total	35727.76
5	Assets	4#	Third-party accounts	320376.05
6	Assets	5#	Financial accounts	72308.11
7	Assets		Total Assets	428411.92
8	Liabilities	1#	Capital	85596
9	Liabilities	4#	Third-party accounts	242511.78
10	Liabilities	5#	Financial accounts	1513.26
11	Liabilities		Total Liabilities	329621.04
12			RESULT	98790.88

Figure 6.50: The CSV version, as opened in a spreadsheet software.

["RFC Balance sheet", HTML version]

The screenshot shows a web interface for an RFC Balance sheet. At the top, there is a header bar with a red hand icon pointing to a '4#' button, the text 'Third-party accounts', and a balance of '17,558.05'. Below this, a list of accounts is shown, with a white hand icon pointing to the account '410102' which has a balance of '-100.00'. A blue arrow points to a 'Postings' button, which is highlighted. Below the buttons, a table of postings is displayed. The table has columns for Account, Value date, Posting date, Journal, Reference, Label, Debit, and Credit. One row is visible, showing a debit of 100.00 for account 410102 on 29/03/2010. At the bottom right of the table, there is a summary of Debit: 100.00, Credit: 00.00, and Balance: -100.00.

Account	Value date	Posting date	Journal	Reference	Label	Debit	Credit
410102	29/03/2010	29/03/2010	J010	Sale #1234	SL-1234	100.00	0.00

Debit: 100.00
Credit: 00.00
Balance: -100.00

Figure 6.51: Expanding a summary sheet's element and viewing postings made on an account.