



Create New Entity Tutorial

date

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I. Introduction

The process of creating a new entity comprises the following tasks:

- Create an entity
- Import accounts
- Define periods
- Define taxes



II. Create an entity

You must log into Openbravo using an account with the *System Administration* role. Now go to the “*Initial Client Setup*” in the “*General rules-Generate rules*” menu. The main fields of this form are:

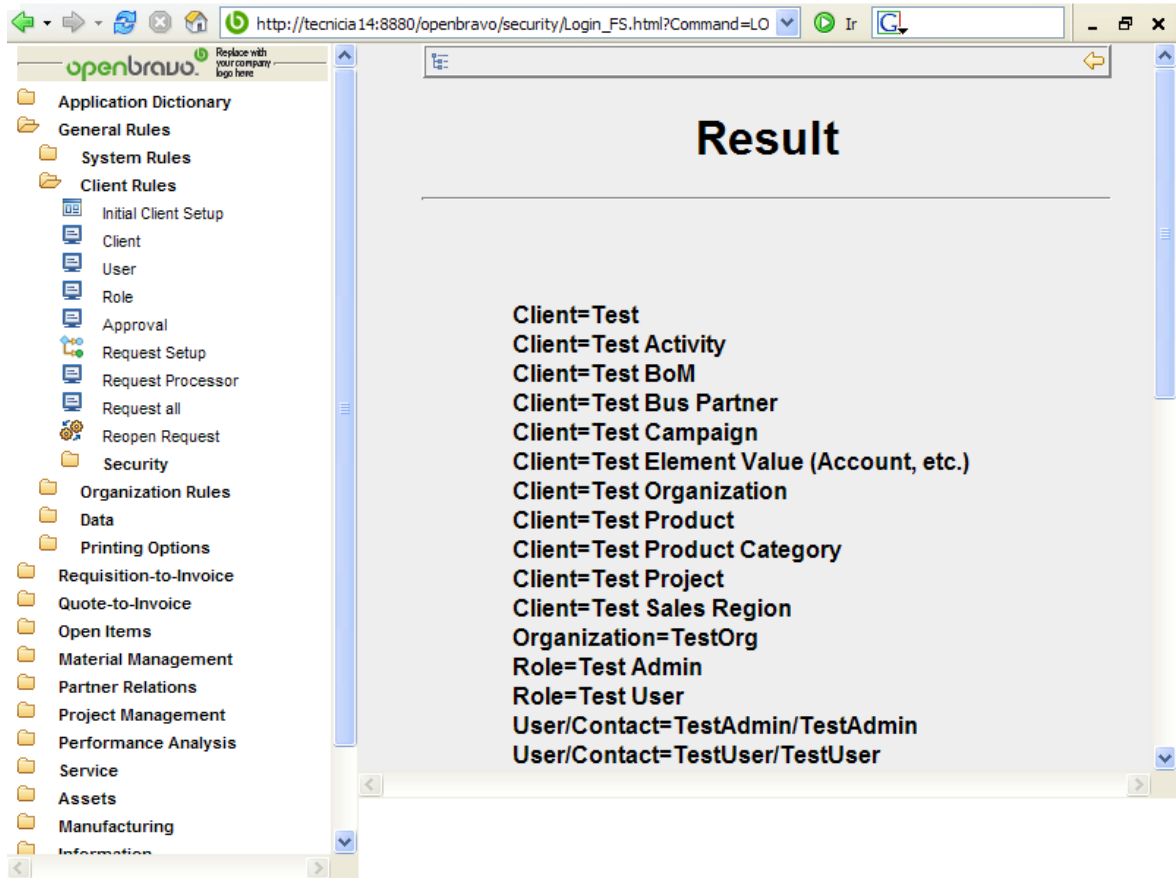
- **Customer:** The name for the new customer.
- **System instalation:** By checking this field the assigned identifiers will be in the system range, if it is not checked they will be in the users range.
- **Organization:** The name of the organization.
- **Customer user:** The username that will be created with *System Administration* role.
- **User organization:** The username that will be created with *User* role.
- **Currency:** Here you can choose the currency for the new entity.
- **Location fields (country, city and region):** These fields define the physical localization of the entity.
- **Optional fields:** These fields define the data that will be stored to be used at the dimensional analysis.
- **Account Schema File:** Here you indicate the file where you have defined the account schema for your country. There are some predefined files for different countries you can download from Openbravo's. If the account schema you need doesn't fit with one of these files, you can create a new one following the tutorial on *Creating Accounts*.

In our example we will fill up these fields as follows:

- **Customer:** Test
- **Organization:** TestOrg
- **Customer user:** TestAdmin
- **User organization:** TestUser
- **Currency:** Euro
- **Location fields (country, city and region):** Spain, Barcelona, BARCELONA.
- **Optional fields:** We will check *Business Partner*, *Product* and *Project*
- **Account Schema File:** *AccountESOpenbravo.csv*



Once you have filled up this form, you can click on the *Accept button* (✔) and you should obtain the following screen:



Now you can log into Openbravo with the created user *TestAdmin* and role *Test Admin*. The password assigned by default to the new users is the same as the name, be careful when you type it because password is case sensitive.



You can test the Accounting Schema import has been correct by going to *Performance Analysis-Accounting Rules-Accounting Schema* where you should be able to see the created accounts.

The screenshot shows a web browser window with the URL `http://localhost:8880/openbravo/security/Login_FS.html?Command=LOG`. The application interface includes a left-hand navigation menu with categories like 'Application Dictionary', 'General Rules', 'Requisition-to-Invoice', 'Quote-to-Invoice', 'Open Items', 'Material Management', 'Partner Relations', 'Project Management', and 'Performance Analysis'. Under 'Performance Analysis', the 'Accounting Rules' section is expanded, showing various sub-items including 'Accounting Schema'. The main content area displays the 'Accounting Schema : Test1 US/AEuro' configuration page. At the top, there are tabs for 'Accounting Schema' and 'Account Schema Element', with the latter being the active tab. Below the tabs, a table lists the elements of the accounting schema:

	Name	Act	Type	Element
1	Organización	Y	Organization	
2	Cuenta contable	Y	Account	Test1 Cuenta
3	Producto	Y	Product	
4	Tercero	Y	Bus.Partner	
5	Proyecto	Y	Project	

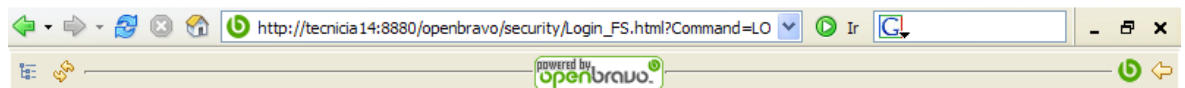


III. Import Accounts

Once you have defined the account schema you need to import the specific client accounts.

To achieve this we need to define in a text file (with commas (,) as field separator) all the accounts. A definition of this file, and how can be adapted to your need, is in the tutorial on *Creating Accounts*. This file can be the same used at the previous chapter. When the file is used at *Initial Client Setup* the application only reads the lines required to do the account schema but not the ones for the client accounts.

When this file is defined the next step is to import it to Openbravo: go to *General Rules-Data-Data import-Import File loader*, select your file. If in your file you have a header as first line ensure you check the box. Choose *Accounting-Accounts* at *Format file* combo. If you want to preview what will be inserted in the database click on the *Results* (🔍) button. If everything is correct click on the *Accept* (✅) button to import the file contents to a temporary table.



File import

File: Examiner... Format file: Accounting - Accounts

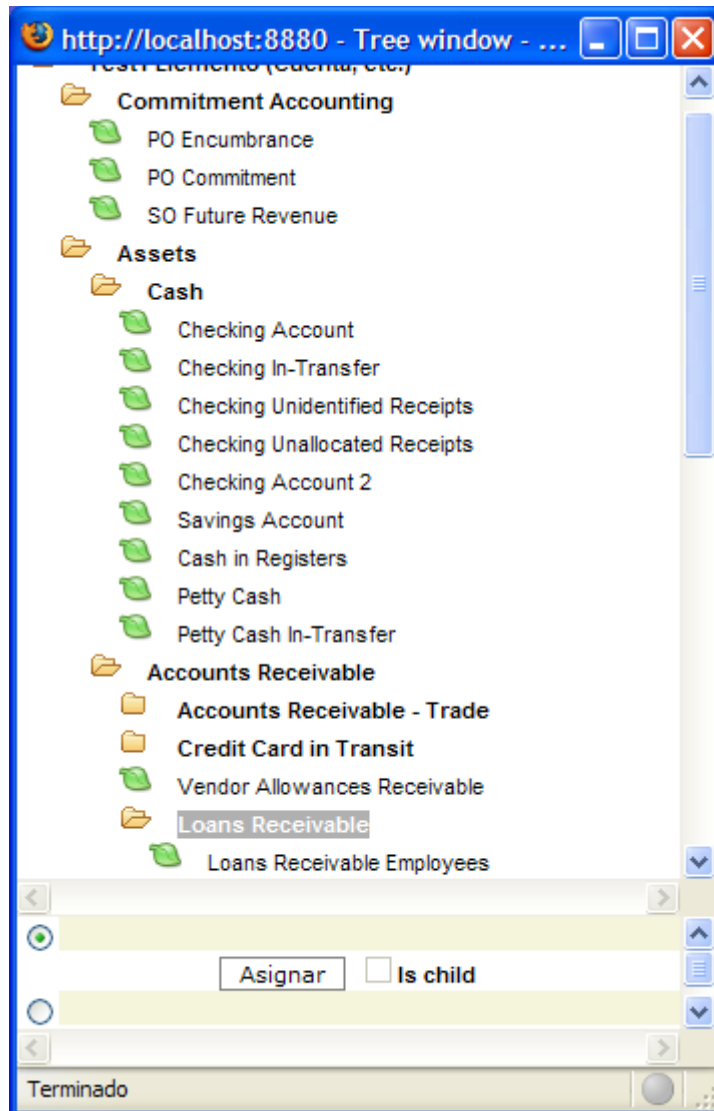
Header first line

A - Key	B - Name	C - Description	D - Account Type (Asset, ..)	E - Account Sign	F - Document Controlled	G - Summary Account	H - Account Assignment for default account	I - Parent (Summary) Account
1	Assets		A			Y		
11	Cash		A			Y		1
11100	Checking Account	Bank Asset	A		Y	N	B_ASSET_ACCT	11
11110	Checking In-Transfer	Bank transactions in transit	A		Y	N	B_INTRANSIT_ACCT	11
11120	Checking Unidentified Receipts	Receipts from unidentified customer	A		Y	N	B_UNIDENTIFIED_ACCT	11
11130	Checking Unallocated Receipts	Received, unallocated payments	A		Y	N	B_UNALLOCATEDCASH_ACCT	11
11200	Checking Account 2		A			N		11
11300	Savings Account		A			N		11
11800	Cash in Registers		A			N		11
11900	Petty Cash	Cash Book Asset	A		Y	N	CB_ASSET_ACCT	11
11910	Petty Cash In-Transfer	Cash Book Transfer	A		Y	N	CB_CASHTRANSFER_ACCT	11
12	Accounts Receivable		A			Y		1
	Accounts Receivable							

When you have the data into the temporary table you must pass it into the real tables. So go to *General Rules-Data-Data import-Import account* where you will have every record that have been loaded. From one of these records click on *Import Accounts* and a process that inserts the data will start.



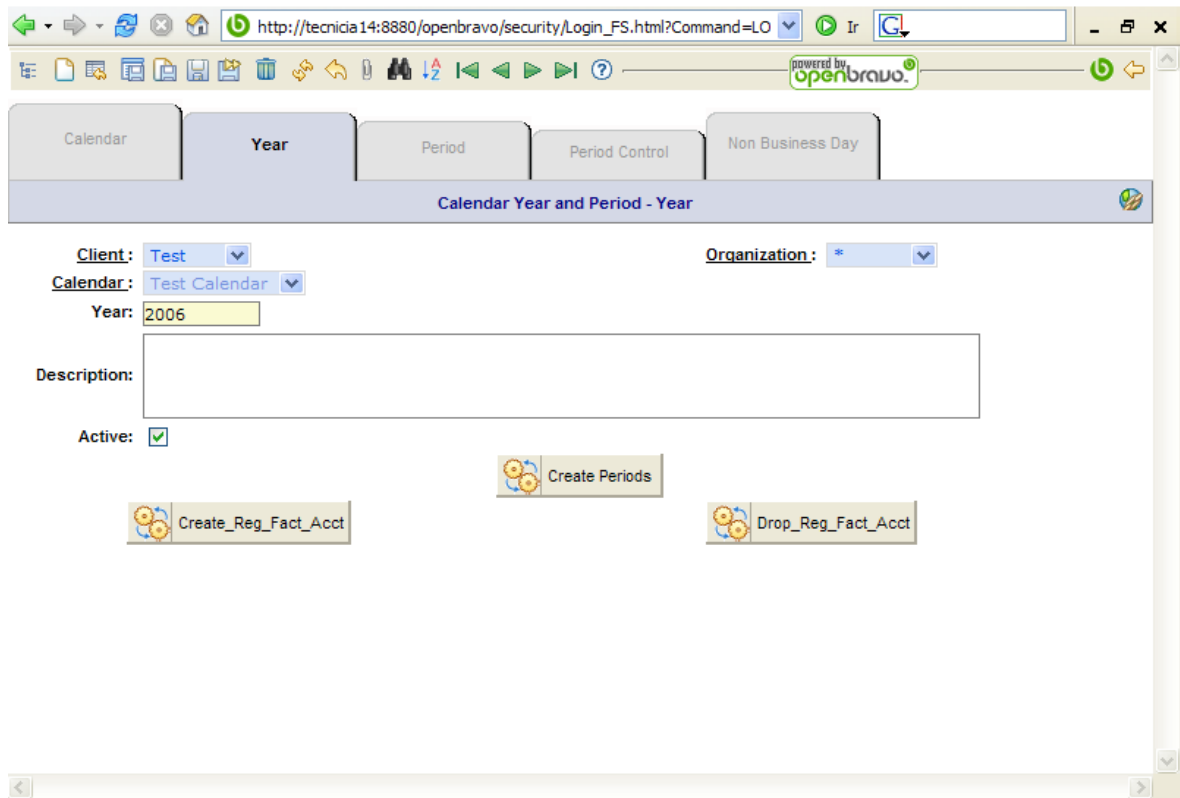
You can check where has been inserted each account in the tab *Element Value* at *Performance Analysis-Accounting Rules-Account Element*. There should be a relation of every account imported to the system. If you want to see the account hierarchy click on the *Tree* (🌳) button.





IV. Define Periods

We are going to create the periods for the create year, to do this go to *Calendar Year and Period* entry at *Performance Analysis-Accounting Rules* menu. At *Year* tab click on *Crate Periods* button.



Doing this Openbravo will automatically generate 12 periods for the year. The following step is to open the *Period Controls*, to do this click the *Open/Close all* button at *Period* tab while the desired period is selected.



V. Define taxes

The last step to complete the creation of an entity is to define taxes for this entity. This is achieved in two phases, first you must define tax categories and then rates for this categories. The definition of tax categories is accomplished on *Performance Analysis-Accounting Rules-Tax Category*. Here we create a new category by clicking on *New* button (📄), give a name and a description for it and save it (💾).

The screenshot displays the Openbravo web application interface. On the left, a navigation tree shows the following structure:

- Quote-to-Invoice
- Open Items
- Material Management
- Partner Relations
- Project Management
- Performance Analysis
 - Accounting Fact Details
 - Accounting Fact Balances
 - GL Journal
 - Accounting Rules
 - Accounting Setup
 - CallAcctServer
 - Calendar Year and Period
 - Account Element
 - Accounting Dimensions
 - Accounting Schema
 - GL Item
 - Account Combination
 - GL Category
 - Document Type
 - Document Sequence
 - Tax Setup
 - Tax Category
 - Tax Rate
 - Charge
 - Activity (ABC)
 - GL Budget
 - Reset Accounting
 - Performance Measurement

The main content area shows the 'Tax Category' form. The form title is 'Tax Category - Tax Category'. The fields are:

- Client: Test1
- Organization: *
- Name: IVA Normal
- Description: (empty text area)
- Active:
- Default:
- Commodity Code: (empty text field)

The browser address bar shows the URL: `http://localhost:8880/openbravo/security/Login_FS.html?Command=LOG`.



Now we are going to associate a rate to the category. Go to *Tax Rate* in the same menu. Create a new rate (📄):

The screenshot shows the 'Tax Rate - Tax' form in the Openbravo application. The form is titled 'Tax Rate - Tax' and has two tabs: 'Tax' and 'Tax Zone'. The 'Tax' tab is active. The form contains the following fields:

- Client: Test1
- Organization: *
- Name: IVA Normal
- Description: (empty text area)
- Active:
- Document Level:
- Valid from: 01-05-2006
- Tax Category: IVA Normal
- Isprinttax:
- Summary Level:
- Parent Tax: (empty dropdown)
- Tax exempt:
- Is SpecialTax:
- SO/PO Type: Both
- Rate: 16.00
- Tax Indicator: (empty dropdown)
- Country: (empty dropdown)
- Region: (empty dropdown)
- To: (empty dropdown)

The main fields here are:

- **Name:** The name for the tax rate.
- **Description:** A description.
- **Tax Category:** You associate the created tax with the tax rate.
- **Valid from:** When this tax is applied from.
- **Rate:** This value is the percent the rate increases the price.
- **Country, region, to:** You can define from what region or country to which one the tax rate applies, if there is more than one origin and destination you can use the *Tax Zone* tab.

Once you have filled up all the fields you must save (💾) the rate.



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