



OpenPro ERP Software

OpenPro Application Guide Accounting Basics and Class codes setup

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Accounting basics and accounting processes using the Classes setup in OpenPro.

The idea of Classes is to make it easy for the users of the system. Example an inventory control clerk only needs to know about how much inventory and where the inventory is located, not what GL Account is required to process inventory transactions.

But if classes are not setup it will cause many general journal entries to fix the incorrect classes.

This process will go through the whole process of using classes and the accounting that is done in the system during those transactions processes.

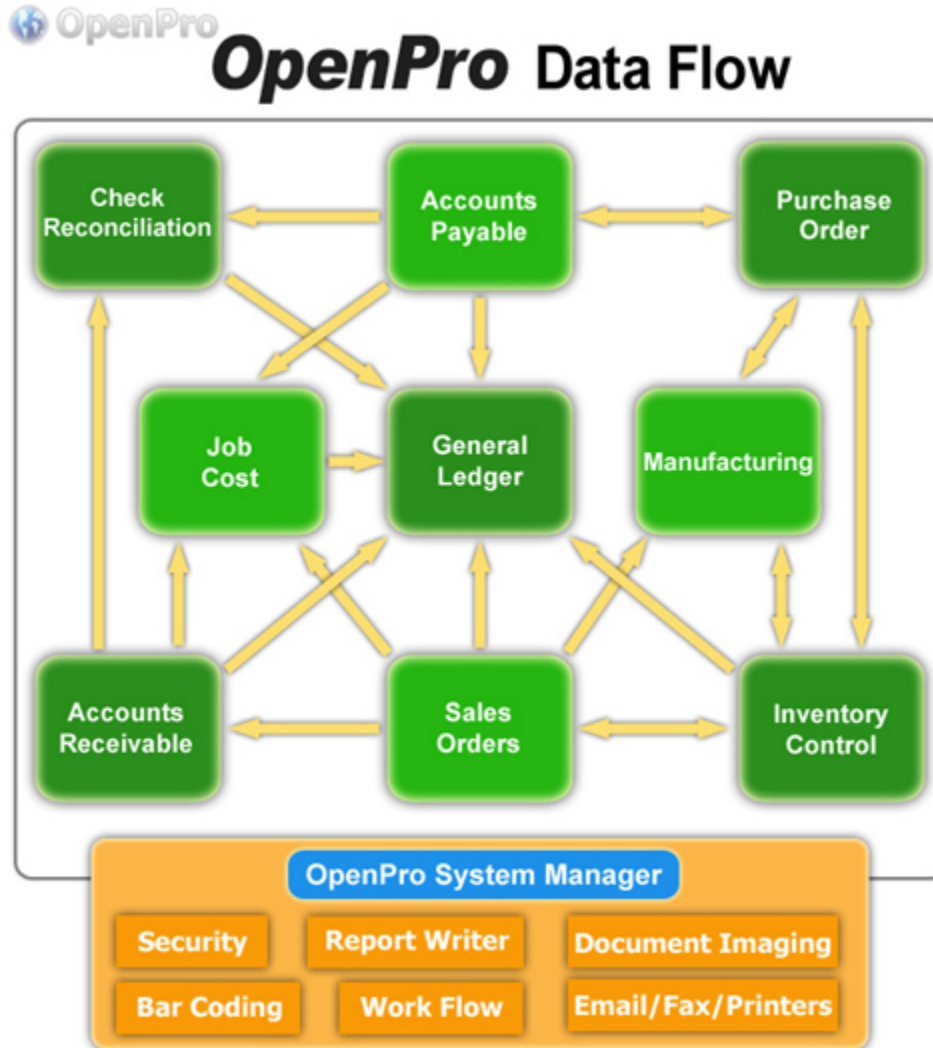
It will be part of the basic process flow.

Setup inventory, create a po, receive from the po, voucher the inventory, pay for that inventory, create a sales order, ship out the inventory, invoice the inventory.

This will also show some basic setup and how they effect the accounting in GL.

Basic Process Flow

- This section shows you the overall OpenPro system data flow and integration between systems.



Assume that the products are setup into inventory


OpenPro Bike Company - item_maint - - Microsoft Internet Explorer

Edit Item SAVE ✓ requirements ↻ ✎ 📄

Name FG100 OpenPro Mountain Bike **Rev #** 1a **Status** Active

Part Number FG100 **Model Code** **Label**

Ship Reference **Sellable** **Taxable** **E-Commerce**

Image 

UPC Code 01238882231 **Label**

Manufacturer OpenPro Toy Company 1

Mfr. Number Manufacture# **Label**

Vendor Number V101 **Label**

Weight 5.500

Color Blue **Size** 15 **Style** - choose -

Height - choose -

	Material	Labor	F.Overhead	V.Overhead	Outside	Total Cost
Cost	40.00000	1.22000	4.44000	3.23220	1.33540	50.2276
Price	100.00000	98.00000	94.00000	90.00000	80.00000	

Inventory Tracking Regular **Inventory Class** FGItem - Finished Goods item

Inventory Unit of Measure Each **Sell Unit of Measure** Each

Inv to Sell Conv Factor 1.000000 **Choices** -- choose --

Price P1 Price by Custom type **Commission** -- none -- **Item Category** Bikes

Description FG100 OpenPro standard model
This is more detail for this item

Description 2

BOM

Here in inventory item you setup the **default class**.

The inventory class is setup as follows:

OpenPro Bike Company - Microsoft Internet Explorer

OpenPro

Your, Administrator 05/01/2007 17:46:33
OpenPro.com v5.0 DEMO (Language: English) Logout Help Manual Support Home

Inventory Class

Class ID	FGItem
Default	<input checked="" type="checkbox"/>
Description	Finished Goods item
Inventory Unit of Measure	Each
Price	10.50
Factor	300.00000 Choices -- choose --
Inventory Account	14000-000 Inventory
Sale Account	40000-000 Sales Account
Expense Account	50700-000 Inventory expenses
Return Account	50600-000 Purchase rtns & allowncs
Purchase cost Account	50300-000 Purchases - parts
Drop Ship Account	14100-000 Inventory Drop Ship Clearing
Cost of goods sold Account	50900-000 Cost Of Goods Sold Inventory
Cost1 Label	Material
Cost2 Label	Labor
Cost3 Label	F.Overhead
Cost4 Label	V.Overhead
Cost5 Label	Outside

SAVE

The transaction (on the next page) uses Inventory Account and Purchase Cost Account.


If the purchase order was setup as a DROPSHIP purchase order the account numbers would be Drop Ship account and Purchase Cost Account.

Create a purchase order for inventory. (no accounting GL transactions.)

OpenPro Bike Company - requisition_show - - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Purchase Order 219

Location: DEMO
 OpenPro Samburg Bike Company
 10061 Talbert Ave #200
 Fountain Valley, CA 92708
 (714)378-4603
Tax Code: CAOR

Purchase Order #	219
Requisition #	892
Revision #	2
Requisition Date	05/01/2007
Approval Date	05/01/2007
Required Date	05/01/2007
Ship Complete	

Vendor: 1000

Steel, John
 Metal Supply Company
 123 Real Metal Lane
 Metal city, AL 05467
 (432)611-9275

Shipping Method		Payment Terms		Buyer	Page			
Customer Pickup		payable net 30			1			
L/N	Item No.	Description	Req Date	Ship To	U/M	Quantity	Unit Price	Ext Price
1	FG100 MFG# Manufacture# SKU# FG100 Rev # : 1a	FG100 OpenPro Mountain Bike FG100 OpenPro standard model This is more detail for this item	05/01/2007	Harry smith / new company 50 garden ave No Place, CA 92708 Phone (712)312-3123 Fax 123123132	Each	10.000	40.00	400.00

Done Internet

Receive inventory from vendor.

PO Rec 1956 Metal Supply Company / John Steel PO receipt 04/26/2007 2 DEMO # 391

Account		Debit	Credit
14000-000 Inventory	DEMO	200.00	0.00
50300-000 Purchases - parts	DEMO	0.00	200.00

This transaction puts the inventory into the asset account on the balance sheet, and generates a liability of the inventory that came in and you have not receive and invoice.

Record Inventory Receipts

PO Number 219 **Vendor Billing** Metal Supply Company **Ship From** John,Steel
Req. Number 892 JOHN@METALSUPPLY.COM JOHN@METALSUPPLY.COM
Status Open OWNER OWNER
Receiver 2 123 Real Metal Lane 123 Real Metal Lane
Approved By Administrator Your Metal city AL Metal city AL
Approved Date 05/01/2007 **Phone:** (432)611-9275 **Phone :** (432)611-9275
Requisition Date 05/01/2007 **Cell:** **Cell :**
Required Date 05/01/2007 **Fax:** (432)222-1245 **Fax :(432)222-1245**
U.D. fld1 **Drop Ship All :** Y **Rec.Date** 05/01/2007
U.D.fld 2 **Comment**

Line	Item	Location	P.O. Quantity	Qty Received	Qty Remaining	Amt to Record	Fill	Label
1	FG100 - FG100 OpenPro Mountain Bike	Dropshipment	10.00	0.00	10.00	5	<input type="checkbox"/>	label

Receiver 392 has been entered and the Purchase Order (219) updated by Your, Administrator on 2007-05-01 17:51:10.

Click [Here](#) to Create Voucher

When you receive the 5 units, it generates gl transaction automatically.

This is the purchase order entry screen, and the location and account numbers are based upon the DROP SHIP Flag.

Purchase Order Number : 219 Required Number : 892 Status: Open [Close] : 2

Steel, John Metal Supply Company
Show Details Language : ENG Currency : EDI Vendor

Purchase Order Information

Order Notes: Purchase Order OrderTyp:

Approved By: Administrator Tour Buyer: -- choose -- U.D. fld1:

Approved Date: 05/01/2007 (MM/DD/YYYY) Planner ID: -- choose -- U.D. fld 2:

Requisition Date: 05/01/2007 (MM/DD/YYYY) Payment Terms: net30 / payable net 30 Customer Purchase Order:

Required Date: 05/01/2007 (MM/DD/YYYY) Ship Method: Customer Pickup Ship Complete:

Drop Ship: Ship to one location:

Purchase Order Print Date Create EDI EDI Transactions

Line Item	Item Name	Part Number	UDM	Due Date	Notes	Job ID & Detail	Ship To	Quantity Ordered	Quantity Received
1	FG100 OpenPro Mountain Bike	FG100	Each	05/01/2007				10	0.00000

Tax Code: LA / Los Angeles Total Units : 10 0

Ship \$: 0.00 Misc \$: 0.00

Update Order Place Order

Part Number: Add Item Search for Item(s)

The DROPSHIP purchase order will receive the inventory into a location called DROPSHIP. This location must be setup as a company in rules setup/maintenance/company to be properly recorded.

If during the receiving process you have in the business rules that payable transactions can be placed during receiving, this is what pops up during receiving.

OpenPro Bike Company - apentry_master - - Microsoft Internet Explorer

Payable Add
[Show Details](#)
 Vendor: Metal Supply Company / John Steel / (432)611-9275 / JOHN@METALSUPPLY.COM

Set defaults: **Template** Rent **AP Class** Purchases/Parts Purchases

Invoice # inv123r3 **P. O. / Reference** 219 [Find PO](#) **Doc Type** Voucher

Invoice Date 05/01/2007 **Payment Terms** net30 / payable net 30 **AP account:** 20000-000

Due Date 05/31/2007 **GL Date** 05/01/2007 **Ch 1099** None 1099

Notes PO Recv# 393

Import File:

Please select your account **Job for bottom acct** -- choose job -- **Location for bottom acct** DEMO / OpenPro Sa

Account No	Account Description	Description	Job ID	Location	Debit	Credit
50300-000	Purchases - parts			DEMO	200.00	0.00
50500-000	Purchase discounts			DEMO	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00

Amount to Pay: 200.00

 On Hold

And this will take the inventory out of the Purchases account and move them into the Account payable liability account setup on the vendor table.

The following GL transactions have been generated from the accounts payable transaction and the purchase order receiver.

A/P 1976 Metal Supply Company / John Steel AP Voucher 05/01/2007 2 DEMO PO Recv# 393

Account		Debit	Credit
50300-000 Purchases - parts	DEMO	200.00	0.00
20000-000 Accounts payable	DEMO	0.00	200.00

PO Rec 1975 Metal Supply Company / John Steel PO receipt 05/01/2007 2 DEMO Rec # 393

Account		Debit	Credit
14100-000 Inventory Drop Ship	DEMO	200.00	0.00
50300-000 Purchases - parts	DEMO	0.00	200.00

When the check is processed and paid for, the following accounts will be affected.

OpenPro Bike Company - Show to Pay - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

OpenPro

Your, Administrator 05/01/2007 18:19:35

OpenPro.com v5.0 DEMO (Language: English) Show to Pay Logout Help Manual Support Home

All Vouchers Set for Payment

Remove	Amt to Pay	Left To Pay	Vendor	Voucher	Doc Date	Due Date	Voucher Total
<input type="checkbox"/>	200.00	200.00	Metal Supply Company / John Steel	400	05/01/2007	05/31/2007	US\$200.00

200 Amount to be Paid [Process Removals](#)

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Done Internet

Select the invoices to pay during payables processing.

Select the checking account used for these checks.

The screenshot shows a web browser window titled "OpenPro Bike Company - Print Checks - Microsoft Internet Explorer". The browser's address bar and menu bar are visible at the top. The main content area is titled "OpenPro" and displays the following information:

- Header: "Your, Administrator 05/01/2007 18:20:15"
- Navigation: "OpenPro.com v5.0 DEMO (Language: English) Print Checks Logout Help Manual Support Home"
- Section: "Process Payable Checks"
- Form fields: "Check Date: 05/01/2007" and "GL Post Date: 05/01/2007"
- Text: "The printable checks will be launched in a separate window. Please select the cash account to use for the checks. Ensure the next check and stock in the printer match the selection."
- Form field: "Checking Account: First National Bank - Firrt National Bank payroll - 12345677 - 15673" (with a dropdown arrow)
- Image: A small image of a check with the text "Initiate Check window" below it.
- Text: "They should be suitable for printing on a laser printer. Right click on the new window and choose 'print' to do so."
- Text: "Please ensure that in 'page setup>advanced' you have nothing in the boxes labeled header or footer, and have margins set to .5 inch."
- Text: "When they have printed successfully, please click 'post' to process the payments on to the vouchers."
- Button: A green button labeled "POST checks"
- Footer: "Copyright@1999-2006 by OpenPro, Inc. All rights reserved."

A left-hand navigation menu is visible, listing various system modules such as "Development", "Admin", "Assist Import", "Bank Reconciliation", "CMMS Machines", "Contacts (CRM)", "Document Imaging", "Ecommerce", "Executive Dashboard", "Fixed Asset", "General Ledger", "Inventory Control", "Job Costing", "Manufacturing (ERP)", "Payables", "Maintenance", "Reports", "Reports..", "AP Vendors", "Print Checks", "Select to Pay", "Show to Pay", "Summary", and "Payroll".

Print the checks.

ACCOUNT NO.	VENDOR NO.	VENDOR		CHECK NO.	CHECK DATE	
Vendor ACCTNO	1000	Metal Supply Company		15673	05/01/2007	
VOUCHER	INVOICE NUMBER	INV. DATE	REFERENCE	INVOICE AMT	AMOUNT PAID	
400	inv123r3	05/01/2007	219	200.00	200.00	
CHECK DATE				05/01/2007	CHECK TOTAL	\$200.00

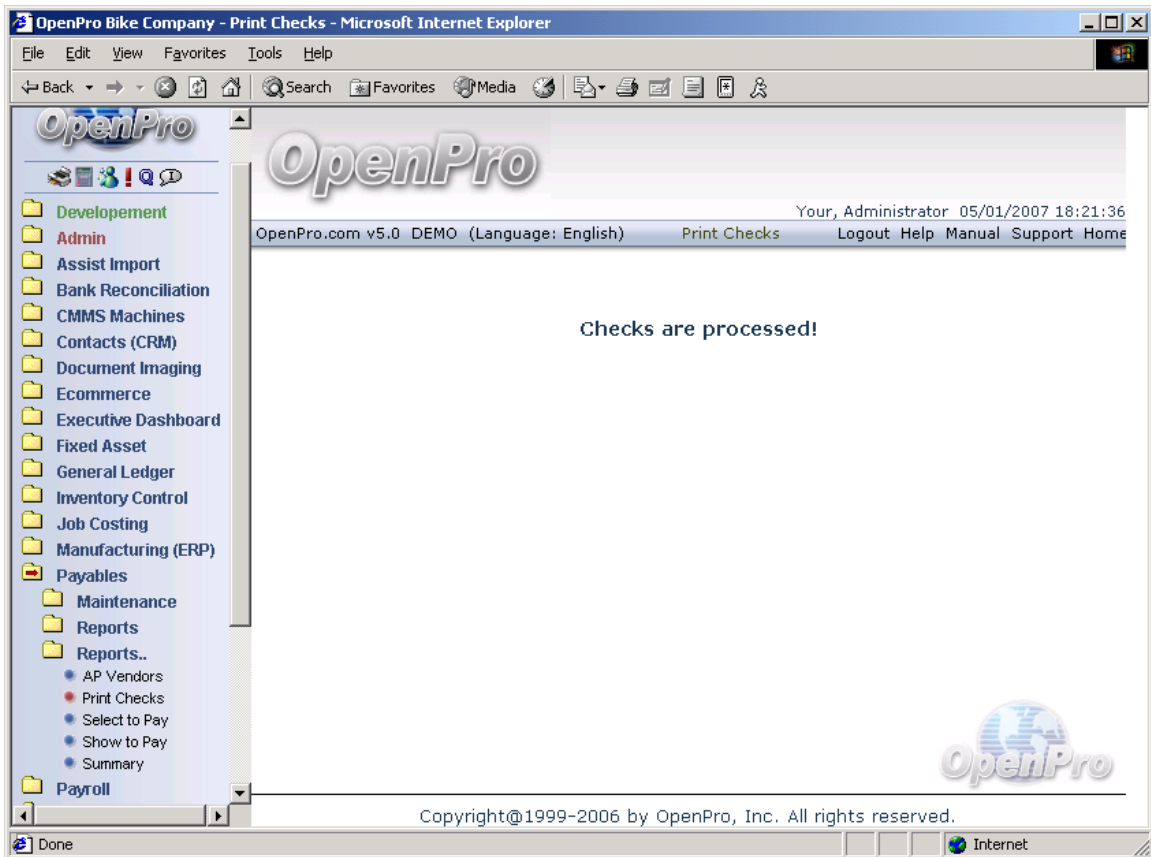
VENDOR NO.	CHECK NO.	05/01/2007	\$200.00
1000	15673		

Two Hundred Dollars and 0 cents

Metal Supply Company
 123 Real Metal Lane
 Metal city, AL 5467
 usa

ACCOUNT NO.	VENDOR NO.	VENDOR		CHECK NO.	CHECK DATE
Vendor ACCTNO	1000	Metal Supply Company		15673	05/01/2007

then post the checks.



A/P Chks 1977 Metal Supply Company / John Steel AP Check 05/01/2007 2 DEMO Payables Check Run

Account		Debit	Credit
10000-000 Cash account #13557	DEMO	0.00	200.00
20000-000 Accounts payable	DEMO	200.00	0.00

These accounts were selected because of the AP class setup and the vendor setup.

Here is the vendor setup.

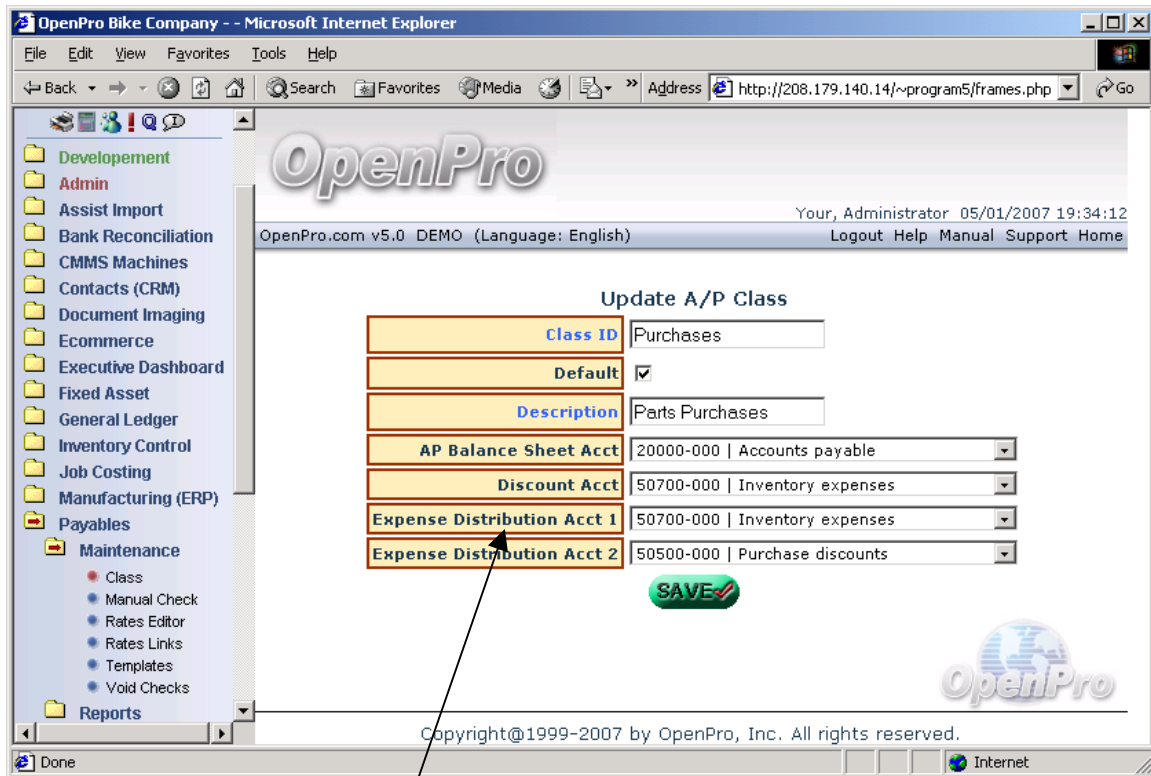
The screenshot shows a web browser window titled "OpenPro Bike Company - vendor_edit - - Microsoft Internet Explorer". The main content area is titled "Edit Vendor" and contains a "Vendor Information" section. The form is organized into several rows, each with a label and a corresponding input field or dropdown menu. The fields are as follows:

Field Label	Value
Company	Metal Supply Company
Name(first,MI,last)	John Steel
Title	OWNER
Billing E-Mail	JOHN@METALSUPPLY.COM
Address	123 Real Metal Lane
Address 2	suite 200
City	Metal city
State Code	ALABAMA
Country	USA
Zip	05467
Phone Number	432-611-9275
Fax Number	432-222-1245
Terms	net30 / payable net 30
Territory	Los Angeles
1099	None 1099
Default Template	Rent
Default AP class	Parts Purchases / 20000-000 / 50700-000 / 50700-000 / 50500-000
Default AP Account	20000-000 Accounts payable
Payment Group	Monthly
Vendor Account	Vendor ACCTNO
Default Location Code	DEMO
Default Tax Code	LA / Los Angeles
Federal ID	0632234423
EDI Processing	<input checked="" type="checkbox"/>
Vendor Ref	1000
Vendor Type	Manuf
Vendor User ID	

This is the AP account used during the Voucher process.

And this is the class used during the Voucher Process.

Here is the detail of the AP Class process.



This shows the default AP Expense account.

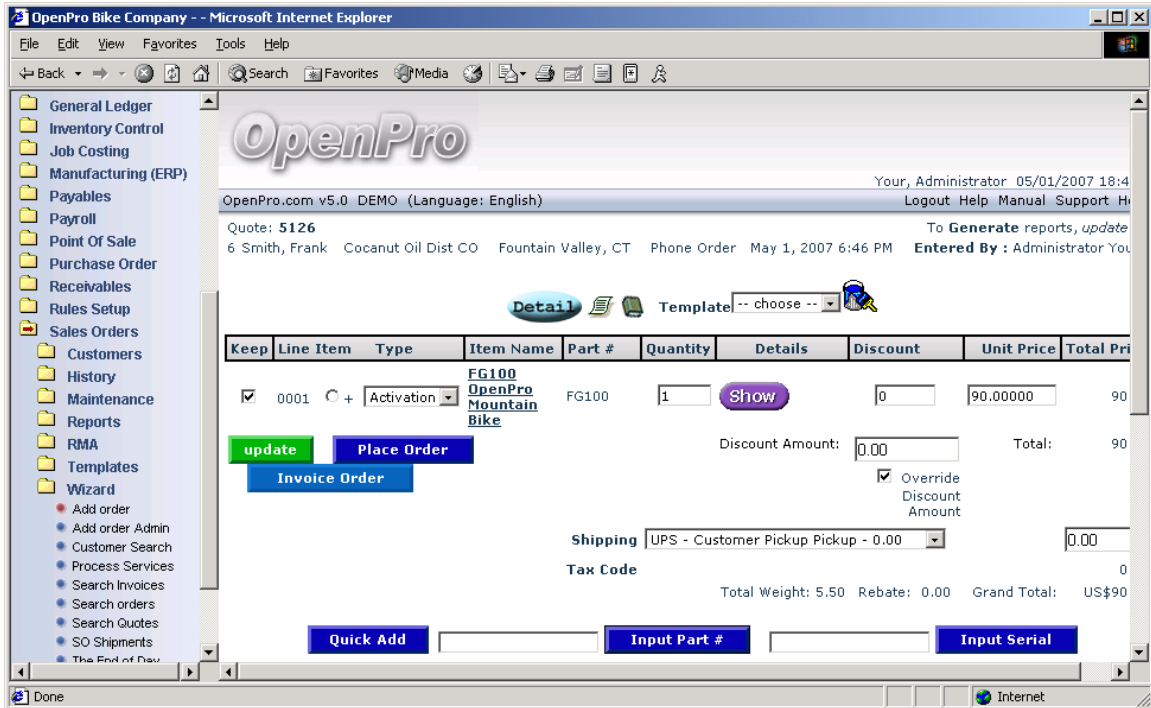
Now lets go through the sales order process.



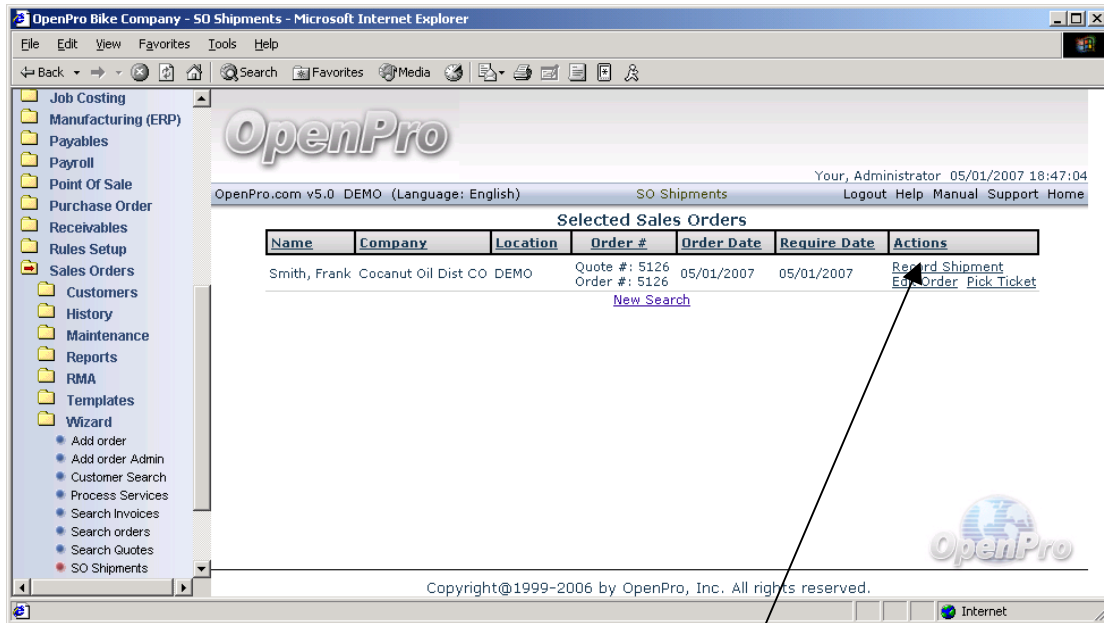
Sales Order Cycle



First enter in an Quote, generate a sales order from the quote, Ship out the sales order, invoice the sales order.




Generate a quote and Place Order.



sales order shows up in shipping and they will **record the shipment**.

OpenPro Bike Company - record_shipment - - Microsoft Internet Explorer



Location : DEMO
 OpenPro Samburg Bike Company
 10061 Talbert Ave #200
 Fountain Valley, CA 92708
 USA
 Phone : (714)378-4603

Ship to: Frank Smith
 Cocanut Oil Dist CO
 10061 tablert ave Suite 203
 Fountain Valley CT 92708
 USA
 Phone : (714)964-2140

[Print Mailing Label](#)

* * Packing Slip for Sales Order 5126 * *

Ship Date : 05/01/2007

Line #	Part #	Part Name	Ship From	Quantity	Fulfilled	Shipped	Lot / Serial #
0001	FG100	FG100 OpenPro Mountain Bike	DEMO	1	0.000	1	

Tracking #s

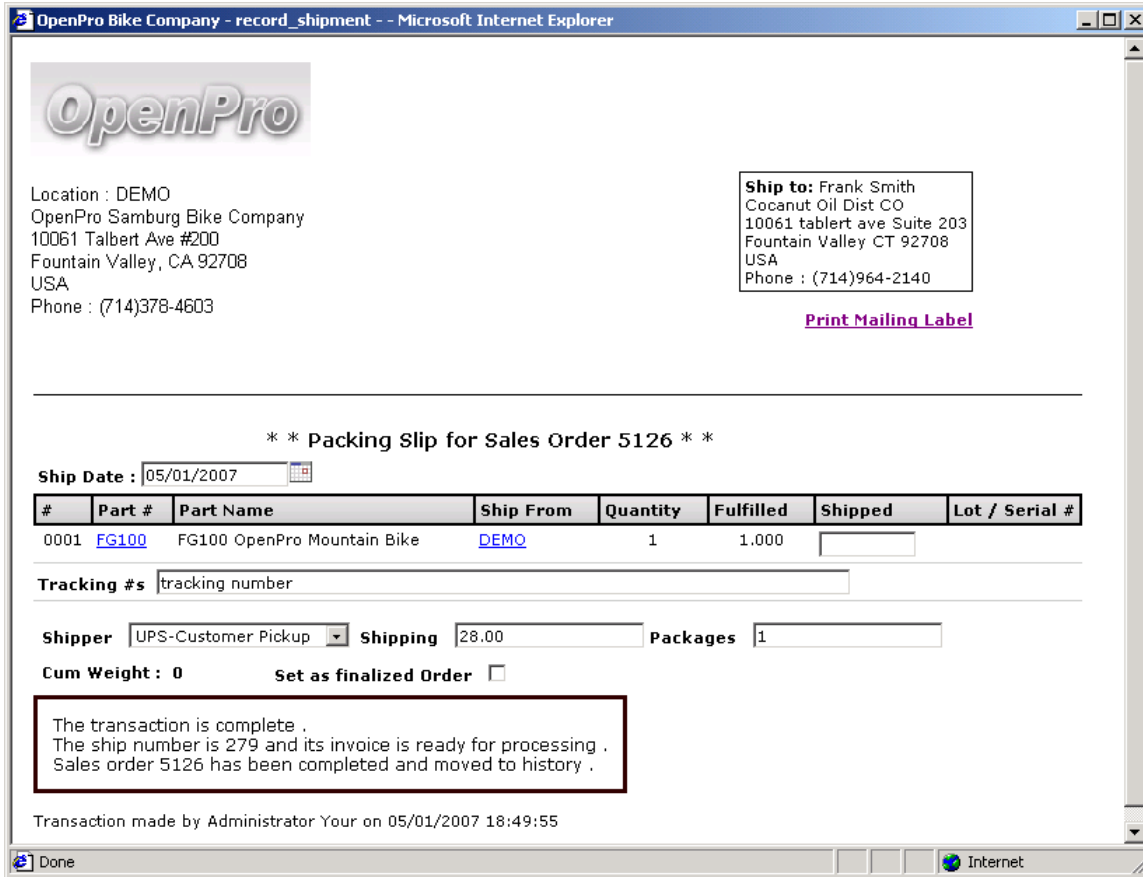
Shipper Shipping Packages

Cum Weight : 5.5 Set as finalized Order

Done Internet

order is shipped out and tracking information record, this is when inventory is issued out.

Before this when sales orders are entered in the inventory is Allocated, but not issued.



here is the finalized shipping process.

 Sale 1978 Coconut Oil Dist CO / Frank Smith IC SALE 05/01/2007 2 DEMO 5126 line:0001

Account		Debit	Credit
14000-000 Inventory	DEMO	0.00	22.46
50900-000 Cost Of Goods Sold Inventory	DEMO	22.46	0.00

And the GL transactions for reducing inventory and increasing cost of goods sold.

Then during the invoicing process the sales is posted.

File Edit View Favorites Tools Help

Back Search Favorites Media Address http://208.179.140.215/asp/demo5 Go

OpenPro

Your, Administrat
OpenPro.com v5.0 DEMO (Language: English) Logout Help

Payment Designation Page

Customer: Coconut Oil Dist CO Frank Smith
The order number is 5126 Total amount to pay: US\$118.00

Purchase Order #	<input type="text"/>	Reference	<input type="text"/>
Payment Method (amount)			
Cash	<input type="text"/>		
American Express	<input type="text"/>		
Rebate	<input type="text"/>	Check #	<input type="text"/>
Check	<input type="text"/>		
Visa Credit Card	<input type="text"/>		
Master Card	<input type="text"/>		
Discover Card	<input type="text"/>		
payable net 30	118.00	Check #	<input type="text"/>
Paypal	<input type="text"/>		
E-Commerce Payment	<input type="text"/>		
Cash on Delivery	<input type="text"/>	Check #	<input type="text"/>
rec payment in 15 days	<input type="text"/>	Check #	<input type="text"/>

Checkout | **Deallocate** | **Hold** | **Remove**

Done Internet



Location: DEMO
 OpenPro Samburg Bike Company
 10061 Talbert Ave #200
 Fountain Valley, CA 92708
 USA
 P (714)378-4603
 F (714)964-1491

Invoice#:	1149
Date:	05/01/2007
Due Date:	05/31/2007
Terms:	net30
Purchase Order:	

Invoice

Bill To:
 Frank Smith
 Cocanut Oil Dist CO
 10061 talbert ave Suite 203
 Fountain Valley, CT 92708
 USA
 P (714)964-2140

Ship to:
 Frank Smith
 Cocanut Oil Dist CO
 10061 talbert ave
 Fountain Valley, 92708
 USA
 P 7149642140x210

Items Ordered:

Cust #	Ship to #	Account Representatives	Order Type	Order Date	Ship Date	Ship Via
6	6	Administrator Your, demo demolast	Phone Order	05/01/2007	05/01/2007	2 day Air 2 Day Air
Item #	Description	Quantity	UOM	Unit Price	Price	
FG100	FG100 OpenPro Mountain Bike	1.00	Each	90.00	90.00	
UPS Tracking Number: tracking number						
MFG # : Manufacture# FG100 OpenPro standard model This is more detail for this item						
Color: Blue Size: 15 Style: Height:						

Quote #: 5126

Subtotal: 90.00

The following GL transaction is created.

A/R 1979 Cocanut Oil Dist CO / Frank Smith AR Receivable 05/01/2007 3 DEMO Order# 1149

Account		Debit	Credit
40300-000 Freight - shipping	DEMO	0.00	28.00
12000-000 Accounts Receivable	DEMO	118.00	0.00
40000-000 Sales Account	DEMO	0.00	90.00

Now it depends on if you have taxes setup, and other items you may see tax account number in this posting as well. Also it depends on if you have sales by customer flag setup in business rules.

This Sales account comes from either Inventory Class or AR Class. The receivables account and Freight Account comes from AR Class.

Here is the customer setup screen.

OpenPro Bike Company - customer_maint - - Microsoft Internet Explorer

Edit Customer

Billing Information

Name (First,MI,Last)	Mr. Frank Smith	DD
Company	Cocanut Oil Dist CO	
Address	10061 tablert ave Suite 203	
City	Fountain Valley	
State	CONNECTICUT	
Zip	92708	
Country	USA	
Phone Number	7149642140	
SIC Code		
Ecommerce	<input checked="" type="checkbox"/> Password support	
Default Template	-- choose ---	
Default AR class	Net Terms Customer Class Code / 12000-000 / 40000-000 / 50300-000 / 40100-000	
Tax Code	CAOR - CALIFORNIA ORANGE COUNTY	
Ship Type	UPS - Pickup	
Business Type	-- choose --	
Customer Type	Distrib	
Terms	net30 - payable net 30	
Cell Number		
Address 2		
Cust'r ref#	6	
Non-US State		
Credit Limit	0.00	
Only Ship Complete	<input type="checkbox"/>	
P.O. Required	<input type="checkbox"/>	
Discount Percent	0.00	
EDI Processing	<input type="checkbox"/>	
Customer Status	Active	
Credit Status		
Branch		
Tax Exempt ID		
Fax Number		

SAVE

showing the AR class used during processing the order.

This also shows many defaults used during order processing, including shipping, terms, pricing, etc.

This shows you the history for this customer

OpenPro Bike Company - ar_history - - Microsoft Internet Explorer

Search ALL Paid Unpaid Start Date End Date Go

A/R Entries for Cocanut Oil Dist CO - Frank Smith

Invoice #	Entry Date	Invoice Date	P.O/Ref	Amount	To Pay
1149	05/01/2007	05/01/2007		118.00	118.00
1145	04/26/2007	04/26/2007		90.00	90.00
1136	04/19/2007	04/19/2007	customer po	10810.00	10810.00
1135	04/18/2007	04/18/2007	customer po	1191.40	1191.40
1130	04/13/2007	04/13/2007		15343.00	15343.00
1126	04/04/2007	04/04/2007		118.00	118.00
1122	04/03/2007	04/03/2007	verbal joe	1000.00	1000.00
1123	04/03/2007	04/03/2007	customer po	972.00	972.00
1124	04/03/2007	04/03/2007		9720.00	9720.00
1120	04/01/2007	04/01/2007		1166.40	1166.40
1084	03/29/2007	03/02/2007		-97.20	97.20
1085	03/29/2007	03/30/2007		97.20	97.20
1087	03/29/2007	11/28/2006		459.01	459.01
1088	03/29/2007	11/28/2006	testpo2	119.81	119.81
1089	03/29/2007	10/25/2007		183.60	183.60
1106	03/29/2007	03/29/2007		64.62	64.62
1107	03/29/2007	03/29/2007	test po number	1302.42	1302.42
1109	03/29/2007	03/29/2007		107.70	107.70
1110	03/29/2007	03/29/2007		107.70	107.70
1115	03/29/2007	10/19/2007	1003	-101.52	537.50
1116	03/29/2007	03/29/2007		97.20	97.20
1117	03/29/2007	03/29/2007		97.20	97.20
1118	03/29/2007	03/29/2007		1069.20	1069.20

Done Internet

and the drill down the the customer summary information.

OpenPro Bike Company - arentry_master - - Microsoft Internet Explorer

Receivable View
[Show Details](#)
 Customer: Cocanut Oil Dist CO / Frank Smith / (714)964-2140 / salesop@Openpro.com

Input by: 101 - Administrator Your Entry Date 05/01/2007 View Invoice Sale

Invoice # 1149 Invoice Date 05/01/2007 Payment Terms net30 / payable net 30

Doc Type Sales Invoice Due Date 05/31/2007 Purchase Order

Sales Rep Administrator Your Commission Amount 0.00 A/R account: 12000-000

Notes

Account Number	Account Description	Job ID	Location	Debit	Credit
40300-000	Freight - shipping		DEMO	0.00	28.00
40000-000	Sales Account		DEMO	0.00	90.00

Left to Pay: 118.00

No Cash Receipts found

Close Window

Done Internet

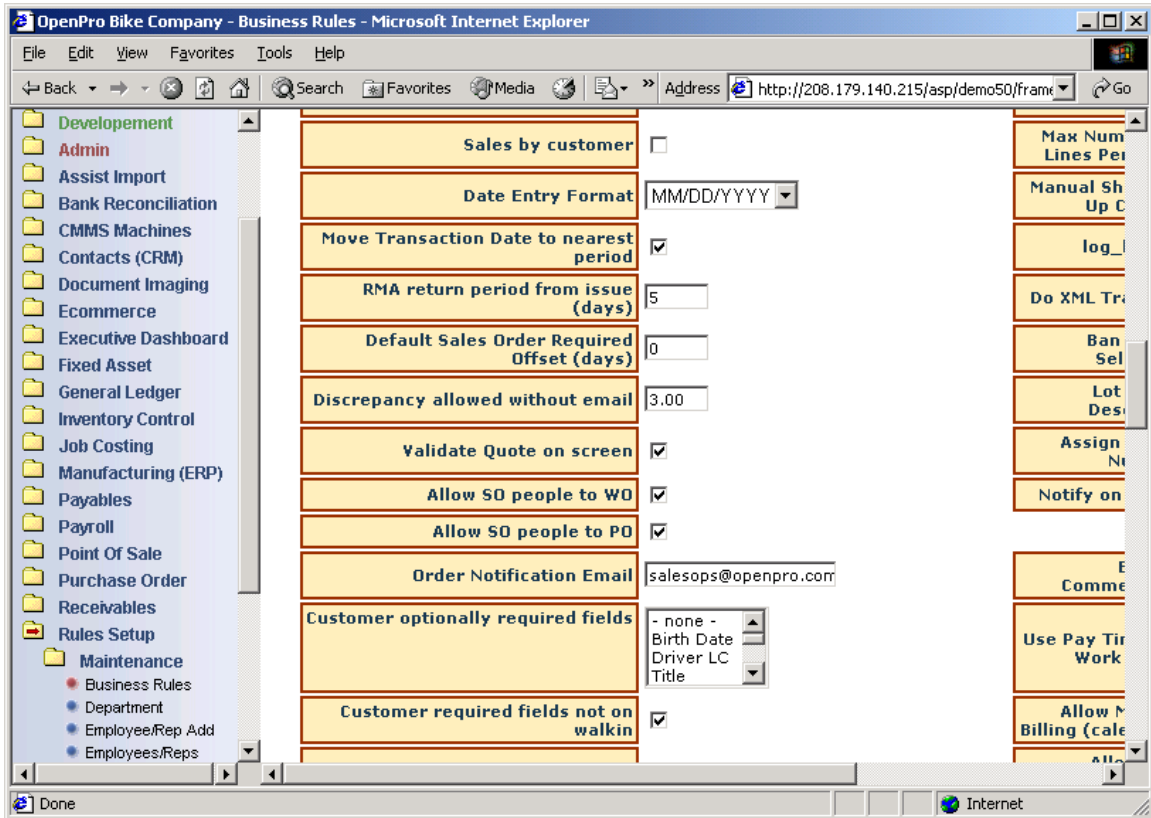
Here is what the AR Class looks like.

The screenshot shows the OpenPro web application interface. The main content area displays the 'Receivable Class' configuration page. The form includes the following fields:

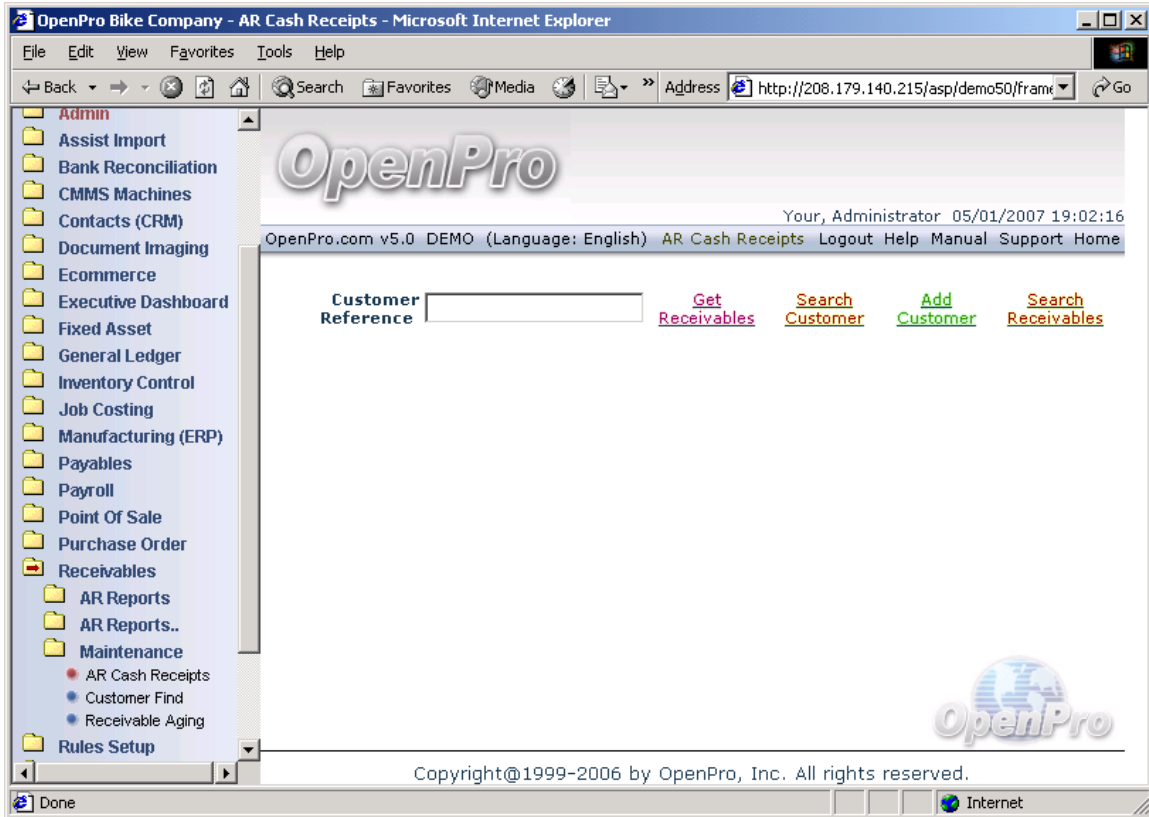
Field	Value
Class ID	NETCUST
Description	Net Terms Customer Class Code
Default	<input checked="" type="checkbox"/>
Balance	Open
Finance	None
Statement	Monthly
Receive acct	12000-000 Accounts Receivable
Sales acct	40000-000 Sales Account
Cost of sales acct	50300-000 Purchases - parts
Sales Tax acct	50300-000 Purchases - parts
Shipping acct	40300-000 Freight - shipping
Discount Taken acct	40500-000 Discounts allowed
Cash acct	10000-000 First National Bank
Returns acct	50600-000 Purchase rtns & allowncs
Inventory acct	40100-000 Equipment income
Customer Discount acct	40500-000 Discounts allowed

A red box highlights the 'Sales acct:' field, and an arrow points from this field to the text below. A 'SAVE' button is visible below the form.

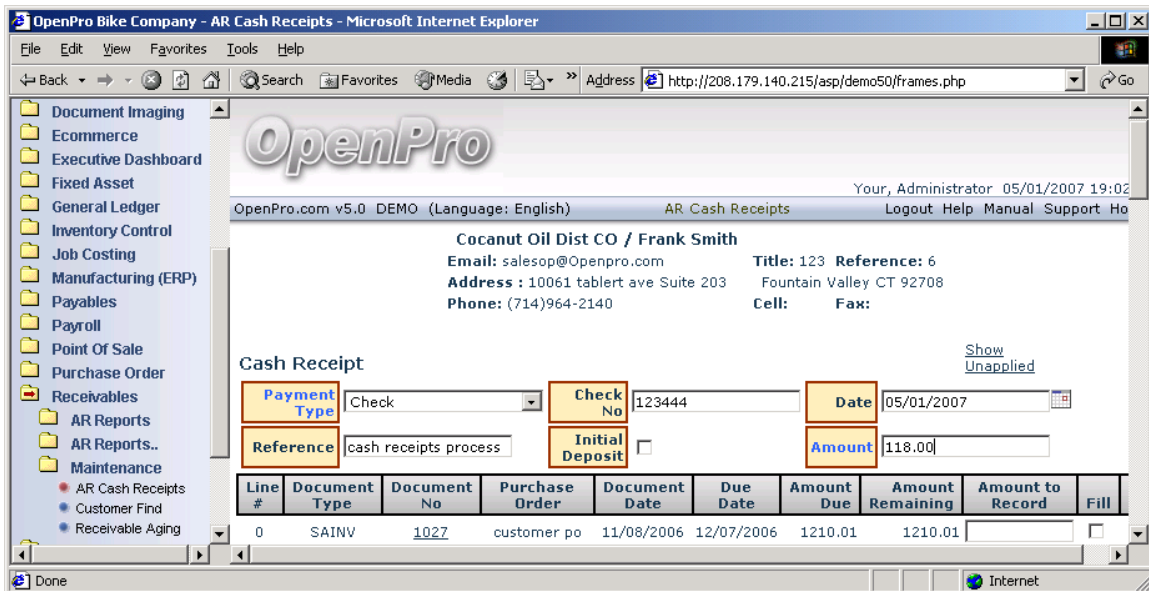
You can see the Sales Account used and the Freight account and Accounts receivable account.



based upon this flag in the business rules the Sales are broken up by customer class or if this is not checked the sales are by Item Class.

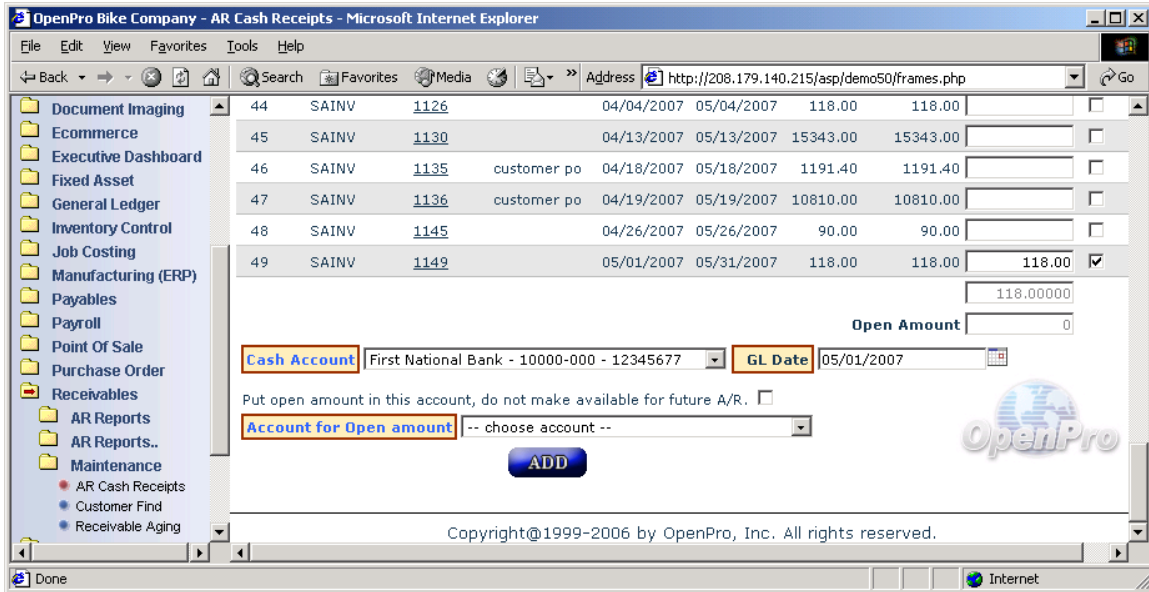


when the customer pays for the outstanding invoice, during the cash receipt process it will move it from AR to cash accounts.

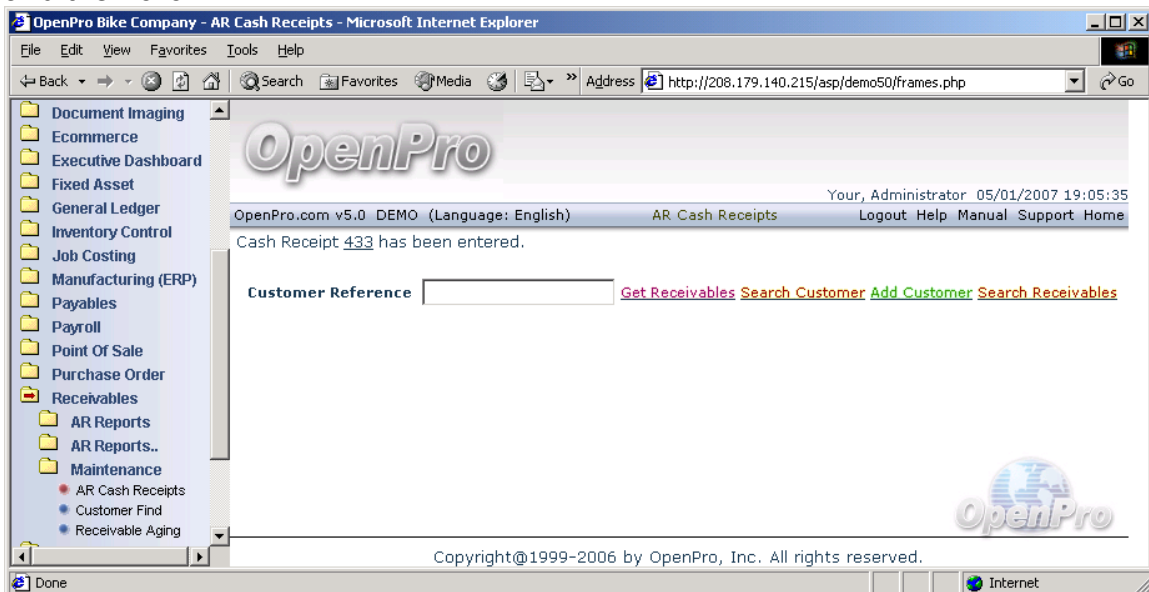


Here they put in how the money was received, the reference number and check, put in the amount received.

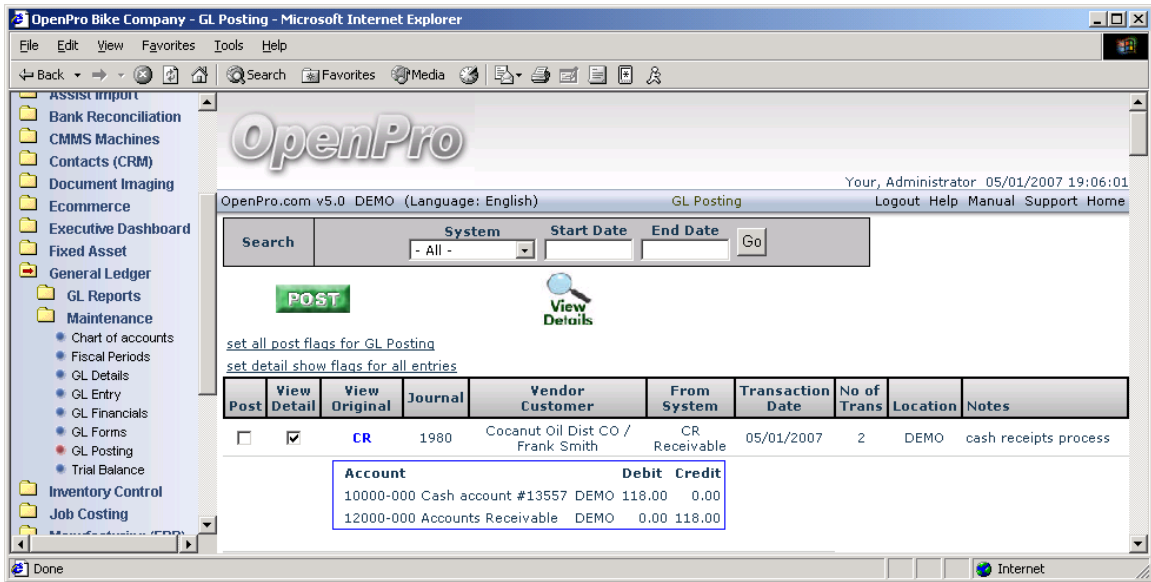
Check off the invoice paid for, and select the cash account where the money is going into.



and then click ADD



this created the following transactions in GL.



These account came from AR customer class information.

this information came from the AR customer classes setup.;

The screenshot shows the OpenPro software interface. The browser address bar indicates the URL is <http://208.179.140.215/asp/demo5>. The page title is "OpenPro" and the user is identified as "Your, Administrator" with a timestamp of "05/01/2007 18:59:31". The page content is titled "Receivable Class" and displays a form with the following fields:

Field	Value
Class ID	NETCUST
Description	Net Terms Customer Class Code
Default	<input checked="" type="checkbox"/>
Balance	Open
Finance	None
Statement	Monthly
Receive acct	12000-000 Accounts Receivable
Sales acct	40000-000 Sales Account
Cost of sales acct	50300-000 Purchases - parts
Sales Tax acct	50300-000 Purchases - parts
Shipping acct	40300-000 Freight - shipping
Discount Taken acct	40500-000 Discounts allowed
Cash acct	10000-000 First National Bank
Returns acct	50600-000 Purchase rtns & allowncs
Inventory acct	40100-000 Equipment income
Customer Discount acct	40500-000 Discounts allowed

Below the form is a green "SAVE" button with a checkmark. The OpenPro logo is visible in the bottom right corner of the main content area. The footer of the page reads "Copyright@1999-2006 by OpenPro, Inc. All rights reserved." The browser status bar at the bottom shows "Done" and "Internet".



OpenPro ERP Software

OpenPro Application Guide Accounting Basics and Class codes setup

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