Table of Contents

0: Preface
The Difference ii
The Target Market iii
Functionality Boundaries iii
About this User's Guide iii
License v

1: Common Functions and Commands
Login 1
Menu Functions 6
Menu Icons 7
Commands and Buttons 8
Window Toolbar 9
Attachments 15
Email to Support 19
Workflow 23
General Workflow 24
Document Process Workflow 25
Help Functions 40
Screen Help 40
Online Help 43
Online Training 45
Window Functions 45
Value Preference 46
New Record 48
Zoom 51
Refresh 53
Search and Info 53
High Volume Windows 56
Record Info 59
User Preferences 63
Preference Tab 64
Context Tab 67
Errors Tab 68
Common Fields 69
Active 70

Client 70
Default 70
Description 70
Name 72
Organization 72
Summary Level 72
Translated 73

2: Implementation and Basic Settings
Introduction 75
Preparation 75
Accounts 76
Initial Implementation 76
Refining your Implementation 80
The Workflow 82
The Client 84
Organization Type 88
The Organization 89
Organization Relationships 92
The Role 92
The User 97
Loading the Account Hierarchy 99
Calendar Year and Period 105
Basic Settings 108
The Language 110
The Currency 110
Country, Region and City 111
Documents 114
Document Sequence 114
Document Types 115

3: Business Partners
Introduction 121
The Business Partner Setup 121
The Workflow 122
The Business Partner Group 124
Greeting 128
Payment Terms 129
Invoice Schedule 132

Withholding. . . . 133
Dunning. . . . 134
Import Business Partners. . . . 136
Business Partner 136
Customer 141
Vendor. . . . 144
Employee. . . . 146
Bank Account 147
Location. . . . 150
User/Contact 151
BP Access 152
Interest Area 153
Withholding. . . . 153
Business Partners - Requests. . . . 154
Partner Relation. . . . 154
Business Partner Info. . . . 156
Agent Info. . . . 162
Business Partner Search 167

4: Taxes
Introduction 169
The Workflow 170
Tax Category 171
Product 171
Charges 172
Tax Rate 173
Tax Hints and Tips 176
Reporting on Taxes 176
Tax Examples 177
Taxes applied to all Regions 177
Multiple Taxes per Line 177

5: Products
What is a Product?. . . . 179
What is an Asset? 179
The Product Setup 180
The Workflow 182
Warehouse & Locators 183
Unit of Measure. . . . 185

Product Category 188
Tax Category 191
Product 192
Bill of Materials 196
Substitute 198
Related 200
Replenish 202
Purchasing 203
Business Partner 205
Price 206
Download 207
Accounting 208
Transactions 210
Translation 211
Shipper 211
Assets 212
Asset Group 213
Product Category 213
Product / Assets 214
Shipping an Asset 215
Assets - Requests 218
Deliver Assets 218
Attributes 219
Lot Control 220
Serial No Control 221
Attributes 223
Attribute Search 224
Attribute Set 226
Assigning Attributes 230
Searching on Attributes 232

6: Purchasing

Requisition to Invoice 237
Creating Requisitions 238
Requisitions- Accounting Consequences 243
Creating Purchase Orders 244
Purchase Order 244
Purchase Order Line 252
Matching 254

Purchase Order Tax 255
Printing Purchase Orders 257
Purchase Order - Requests 259
Purchase Orders- Accounting Consequences 259
Creating Receipts 260
Material Receipt 260
Material Receipt Line 263
Confirmations 265
Matched PO's 266
Matched Invoices 266
Create Receipt From Invoice or Purchase Order 266
Printing Material Receipts 270
Material Receipt - Requests 272
Create Invoice from Receipt 272
Creating Vendor Invoices 274
Invoice (Vendor) 274
Invoice Line 277
Matched PO's 279
Matched Receipts 279
Invoice Tax 280
Allocation 280
Printing Vendor Invoices 281
Vendor Invoices - Landed Costs 283
. 283
Vendor Invoices - Requests 283
Matching 284
Auditing on Matches 287
Vendor Invoice Batch 290
Material Receipt Confirmations 294
Material Receipt / Confirmation 295
Reporting on Purchasing 303
Purchase Order Reports 304
Invoice Reports 304
Request for Quotation 305
RfQ Topic 305
RfQ 308
RfQ Response 313
Ranking Responses and Selecting Winners 320
Creating Orders from RfQs 324

Reporting on RfQs. 327

7: Pricing

Introduction. 331
Price Types 331
Discount Types. 332
Price List Setup 332
Price List Schema 333
Price List 336
Discount Schema. 339
Business Partner 343
Price List Examples 344
List Minus Sales Price List 344
Cost Plus Sales Price List 346
Price List Hints and Tips. 347

8: Material Management

Introduction. 349
The Warehouse 350
Material Movements. 352
Physical Inventory. 354
Internal Use Inventory. 354
Production or Assembly 354
Inventory Valuation. 354
Physical Inventory 355
Physical Inventory- Accounting Consequences 363
Internal Use Inventory 364
Internal Use Inventory- Accounting Consequences 367
Inventory Moves. 368
Confirmation with Inventory Moves. 370
Inventory Move- Accounting Consequences 375
Production 375
Production- Accounting Consequences. 378
Replenishment 379
Reporting on Material Management. 382
Material Management Reports 382

9: Sales

Introduction. 385

Quote-to-Invoice 385
The Workflow 387
The Business Partner 388
The User 388
The Sales Region 390
Commission 390
Commission Run 394
The Sales Order 397
Document Types 397
Generate Shipments 399
Generate Invoices 399
Creating Sales Orders 400
Prepay Orders 411
Order Batch Process 418
Printing Sales Orders 420
Sales Order - Requests 422
Sales Order- Accounting Consequences 422
Changing Sales Orders 423
Quote Convert 423
Generating Shipments 425
Generate Shipments (batch) 426
Generate Shipments (manual) 429
Manual Shipments 431
Printing Shipments 438
Shipments - Requests 440
Shipment- Accounting Consequences 440
Generate Invoices 440
Generate Invoice (batch) 441
Create Invoices (manual) 449
Manual Invoices 450
Pro Forma Invoices 452
Printing Invoices 453
Customer Invoice - Requests 461
Customer Invoice- Accounting Consequences 461
Summary Invoices 462
RePrice Order/Invoice 462
Shipment Confirmations 464
Shipment / Confirmation 466
Distribution 469

Distribution List 470
Distribution Run 472
Distribution Examples 477
Distribution Hints and Tips 481
Reporting on Sales 482
Order Reports 482
Invoice Reports 483

10: Payments, Receipts and Open Items
Introduction 485
Payments, Receipts and Open Items 486
Bank 486
Cash Book 493
The Cash Journal 494
Payment of Invoices 498
Prepayment of Sales Orders 502
Payments - Requests 507
Payment Allocation 508
Payables Payments 515
Ad-Hoc Checks 515
Payment Selection 518
Payment Print/Export 522
View Allocation 522
Reversing Payment Allocations 524
Payment Allocation Utilities 527
ReSet Payment Allocations 527
Auto Allocation 529
Hints and Tips 532
Bank Statement 533
Entering Bank Statements 534
Bank Statement Considerations 545
Dunning Run 546
Reporting on Open Items 553
Open Items Reports 553

11: Performance Analysis (Accounting)
Introduction 555
Accounting Schema 555
Elements 555

General Ledger Parameters 556
Default Accounts 556
Calendar and Period 557
Posting 557
The Workflow 558
Calendar Year and Period 558
Account Element 562
Accounting Schema 564
Default Accounts 574
Multiple Accounting Schemas 576
GL Category 582
GL Journals 583
GL Distribution 590
Generated Accounting Entries 597
Sales Related Transactions 597
. 598
Material Related Transactions 598
Project Related Transactions 601
Base Accounting Rules 601
Reporting on Accounting 602
Accounting Fact Reports 602

12: Costing
Introduction 603
Costing Set Up 604
Cost Type 604
Cost Element 605
Client 606
Accounting Schema 607
Product Category 608
Assigning Additional costs 610
Updating Product Costs 613
Considerations for Costing at Batch/Lot Level 621
Landed Costs 621
Landed Costs - Accounting Consequences 627
Miscellaneous Costing 628
Resource Costing 628
Costing Hints and TIps 631

13: Info and Reporting

Introduction 633
The Info 633
List Reporting 634
Customizing Reports 640
Print Format 641
Customizing Forms 650
Customize Invoice 650
Print Form 656
Print Format 657
Customizing Hints and Tips 658
Trial Balance 659
FInancial Reporting 663
Report Column Set 664
Report Line Set 666
Report Hierarchy 668
Financial Report 672
Financial Reporting Hints and Tips 675
Statement of Account 676

14: The Multi's

Introduction 681
Accounting across Multiple Organizations 681
Counter Documents 682
Business Partner - Organization Link 682
Document Type - Create Counter Document 686
Counter Document 687
Entering Documents 689
Multiple Currencies 691
Multi-Currency Conversion 691
Multi-Currency Transactions 691
Multi-Currency Accounting 691
Multi-Currency Processes 692
Currencies and Currency Conversion 692
Currency Type 695
Price List 696
Multi Currency Documents 697
Gain and Loss 698
Multi Lingual 698

Multi-Lingual User Interface 698
The Workflow 699
Using Translation Tools 705
Multi-Lingual Documents 706
Multi-Lingual - Which Table? 710

15: Requests
Introduction 711
What is a Request? 712
The Workflow 713
Check Client Setup 715
Check Users 716
Check Business Partners 717
Request Processor 718
Request Type 721
Request Group 723
Request Category 724
Request Resolution 726
Request Status 726
Request Standard Response 728
Request 729
Managing Requests 737
Requests and Documents 740

16: Projects
Introduction 743
The Workflow 745
Project Type 746
Project (Service) 750
Project (Order) 755
Creating Purchase Orders 758
Issues to Projects 760
Project Cycle Report 764
Accounting Schema 766

17: Service
Introduction 769
Expense Types 769
Resources 771

Resource Type 772
Resource 773
Expense Report 780
Invoicing Expenses 783
Expenses to be Invoiced 783
Create Sales Order 784
Expense Reimbursement 786
Expenses (not reimbursed) 786
Create AP Expense Invoices 788

18: Utilities
Introduction 791
Import 791
Import Format 792
Import File Loader 794
Import Records 796
Import Hints and Tips 799
Merge Entities 800
Merge Hints and Tips 802
Resubmit Posting 802
Recurring Documents 806
Charges 809
Generate Charges 809
Charge 811
BOM Drop 814
Modifying the Owning Organization 818
Warehouse Organization 818
Business Partner Organization 820
Product Organization 822
Archive 824
Auto Archive 824
Manual Archive 826
Archive Viewer 828

19: Security
Introduction 833
Roles 833
Role 834
Org Access 836

Role Data Access 840
Users 846
Role Access Update 851
Displaying Security Rules 852
Personal Lock 855
Change Password 855
Security Hints and Tips 857

20: Performance
Introduction 859
Service Level Agreements (SLA) 859
Performance Measurement 866

21: Compiere Reports & Processes
Introduction 877
Reports 877
General Rules 877
Partner Relations 877
Quote to Invoice 878
Requisition to Invoice 882
Open Items 883
Material Management 885
Projects 888
Performance Analysis 889
Processes 893
Application Dictionary 893
General Rules 894
Partner Relations 895
Quote to Invoice 897
Open Items 899
Material Management 900
Project Management 901
Performance Analysis 902
Assets 903

TABLE OF CONTENTS