

# Shopify-Acumatica Bridge

## Configuring a new Acumatica instance for Synchronization

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### Using this Document

Sections 1 and 2 provide a step-by-step procedure for configuring all of the items in an Acumatica instance for Bridge synchronization to work with it. At the end of this document is an Appendix which contains a pared down checklist of the baseline requirements.

### Section 1 - Inventory and Order Management Setup

1. Download and install Acumatica version 18.2 or higher
2. Create a new Acumatica Instance
  - a. Insert F300 data
  - b. Enter admin/setup, change password as needed on 1st login
3. Configure the Chart of Accounts (if you do not have a Chart of Accounts)
  - a. Import Chart of Accounts from the Acumatica D100 Training  
“*Distr\_Basic\_COA.xlsx*” file
  - b. Set Post Option for 130000 to “Detail”
4. Enable the Distribution Module
  - a. Enable Inventory and Order Management
  - b. Under Inventory and Order Management:
    - i. Enable Standard Inventory
      1. Enable Inventory
    - ii. Enable Advanced Inventory
      1. Enable Multiple Warehouses
5. Configure Reason Codes by adding the following
  - a. Inventory Receipt
    - i. Reason Code: INRECEIPT
    - ii. Description: Inventory receipt
    - iii. Usage: Receipt
    - iv. Account: 215000 - Inventory Accrual
  - b. Inventory Adjustment
    - i. Reason Code: INADJ
    - ii. Description: Inventory adjustment
    - iii. Usage: Adjustment

- iv. Account: 520000 - Inventory Adjustments
  - c. Returns/Issues
    - i. Reason Code: RETURN
    - ii. Description: Return/Issue
    - iii. Usage: Return
    - iv. Account: 520000 - Inventory Adjustments
    - v. Sales Account: 495000 - Sales Returns
  - d. Inventory Loss or Damage
    - i. Reason Code: INLOSS
    - ii. Description: Inventory damage/loss
    - iii. Usage: Issue
    - iv. Account: 520000 - Inventory Adjustments
    - v. Sales Account: (not required)
6. Configure Inventory Preferences
- a. Posting Settings
    - i. Enable Update GL
    - ii. Enable Post Summary on Updating GL
    - iii. Enable Automatically Post on Release
  - b. Default Reason Codes
    - i. Assign the Reason Codes you created (*Acumatica will automatically make suggestions based on the Reason Code configuration*)
  - c. Assign Clearing Account - use 190000 - AR Clearing
  - d. Assign In-Transit Account - use 105000 - Cash in Transit Account
7. Configure Posting Classes
- a. Create a Posting Class that will be used by default whenever a new Stock Item is copied from Shopify into Acumatica
  - b. E.g.:
    - i. Posting Settings
      - 1. Class ID: DEFAULT
      - 2. Description: Default Posting Class
      - 3. Use Inventory/Accrual Account from: Posting Class
      - 4. Use Sales Account from: Posting Class
      - 5. Use COGS/Expense Account from: Posting Class
      - 6. Use PO Accrual Account from: Posting Class
    - ii. GL Accounts
      - 1. Inventory/Accrual Account: 130000 - Merchandise Inventory
      - 2. Sales Account: 431000 - Sales - Laptops

3. COGS/Expense Account: 530000 - Cost of Goods Sold
4. PO Accrual Account: 213000 - Accrued Purchases - Inventory

8. Units of Measures

- a. Add a new Unit of Measure called PCS
- b. Add a new Unit of Measure LBS (for pounds)
  - i. From LBS to LBS, Multiply by 1.00
- c. Add a new Unit of Measure OZ (for ounces)
  - i. From OZ to LBS, Divide by 16.00

9. Configure Availability Calculation Rules

- a. Availability Calculation Rule: DEFAULT
- b. Description: Default rule
- c. Deduct Qty on Issues: Selected
- d. Deduct Qty on Sales Prepared: Selected
- e. Deduct Qty. on Sales Orders: Selected
- f. Deduct Qty. on Shipped: Selected
- g. Deduct Qty. on Allocated: Selected
- h. Deduct Qty. of Kit Assembly Demand: Selected
- i. Deduct Qty. On Back Orders: Selected
- j. Include Qty. On Receipts: Selected

10. Configure Item Classes

- a. Add an Item Class that will be used as a default for automatically generated Stock Items
- b. e.g.:
  - i. Class ID: DEFAULT
  - ii. Description: Default Item Class for Stock Items
  - iii. Stock Item: Selected
  - iv. Item Type: Finished Good
  - v. Valuation Method: Average
  - vi. Posting Class: DEFAULT
  - vii. Default Warehouse: MAIN
  - viii. Availability Calculation Rule: DEFAULT
  - ix. Default Unit: PCS
- c. **IMPORTANT =>** although not required by Acumatica, for *Shopify-Acumatica Bridge* to work, you must select a Default Warehouse

10. Segmented Keys

- a. Maximize length of INVENTORY key (30 characters)

11. Order Types -> Enable SO - Sales Order Template
  - a. Use Sales Account from: Posting Class
  - b. Set the Freight Account: 480000 (Sales - Delivery Services)
  - c. Activate Order Type
12. Order Types -> Enable Credit Memo - Order Type
  - a. Use Sales Account from: Posting Class
  - b. Set the Freight Account: 480000 (Sales - Delivery Services)
  - c. Activate Order Type
13. Sales Order Preferences
  - a. Default Sales Order Type -> SO
  - b. Hold Shipments on Entry: Cleared
  - c. Use Shipment Date for Invoice Date

## **Section 2 - Payment & Taxes Setup**

1. Create GL Merchant Account for Payment e.g.:
  - a. Account: 102050
  - b. Account Class: CASHASSET
  - c. Type: Asset
  - d. Description: Merchant Account
2. Create Cash Account e.g.:
  - a. Cash Account: 102050
  - b. Account: 102050 (Merchant Account)
  - c. Subaccount: 000-00-00
  - d. ~~Branch: SOFT~~
  - e. Description: Merchant Account
  - f. Clearing Account: Selected
  - g. Requires Reconciliation: Selected
  - h. ~~Restrict Visibility with Branch: Selected~~
  - i. Reconciliation Numbering Sequence: CARECON
3. Create Payment Method e.g.:
  - a. Payment Method Id: ONLINE
  - b. Description: Online Payments
  - c. Use in AR: Yes
  - d. Cash Account: 102050

4. Create a new Tax under Taxes e.g.:
  - a. ID: MANUALID
  - b. Description: Taxes for Shopify Orders
  - c. Tax Payable GL Account: 230000
  - d. Add a Tax Rate child record
    - i. Start Date: 1/1/2001 (some date far in the past)
    - ii. Tax Rate: 0.000
    - iii. Reporting Group: Default Output Group
5. Create a new Tax Category
  - a. ID: MANUALID
  - b. Description: Manual Entry
  - c. Add a Tax child record => select the MANUALID Tax you just created
6. Create a new Tax Zone that contains the Tax Category
  - a. ID: MANUALID
  - b. Description: Taxes for Shopify Orders
  - c. Add a Tax child record => select the MANUALID Tax you just created
7. Activate (or generate if needed) the Acumatica Financial Periods proper to the time frame within which you anticipate synchronizing Shopify Orders.
  - a. Navigate to Master Calendar and Generate Financial Periods as needed

## **Appendix - Quick Readiness Checklist**

1. Configured the Chart of Accounts
2. Enabled the Distribution Module
  - a. Enable Standard Distribution => Inventory
  - b. Enable Advanced Distribution => Multiple Warehouses
3. Configured Inventory Preferences
  - a. Reason Codes
  - b. Posting Classes
  - c. Units of Measure (PCS)
  - d. Availability Calculation Rules
  - e. Item Classes
4. Configured Inventory Identifier Keys for alphanumeric, maximum length
  - b. Inventory Preferences -> Batch Numbering Sequence
5. Enabled Sales Order Types
  - a. SO - Sales Order Template
  - b. CM - Order Type
6. Configured Sales Order Preferences
7. Configured Warehouses to mirror Shopify's Warehouses
8. Configured Payment Method for online payments, with supporting Cash Account
9. Configured Tax, Tax Category and Tax Zone for "MANUAL"
10. Enabled Financial Periods