Ulysses - Configuring an Acumatica Instance for Synchronization with Shopify

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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 Ulysses 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 - Distribution Module Setup

(Note: for all system development and testing, an instance loaded with F300 was used, with the Chart of Accounts from the D100 "Distr_Basic_COA.xlsx" file loaded)

1. Create a new Acumatica Instance
   a. Insert F300 data
   b. Enter admin/setup, change password accordingly on 1st login

2. Configure the Chart of Accounts
   a. Load the Chart of Accounts from the D100 *"Distr_Basic_COA.xlsx"* file
   b. Set Post Option for 130000 to "Detail"

3. Enable the Distribution Module
   a. Enable Distribution
   b. Under Distribution:
      i. Enable Standard Distribution => Inventory
      ii. Enable Advanced Distribution => Multiple Warehouses
      iii. Enable Advanced Distribution => Multiple Locations

4. 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. 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)

5. Configure Inventory Preferences
   a. Enable Update GL
   b. Enable Post Summary on Updating GL
   c. Enable Automatically Post on Release
   d. Assign the Reason Codes you created *(Acumatica will automatically make suggestions based on the Usage)*
   e. Assign Clearing Account - use 190000 - AR Clearing
   f. Assign In-Transit Account - use 105000 - Cash in Transit Account

6. 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. Class ID: DEFAULT
      - ii. Description: Default Posting Class
      - iii. Use Inventory/Accrual Account from: Posting Class
      - iv. Use Sales Account from: Posting Class
      - v. Use COGS/Expense Account from: Posting Class
      - vi. Use PO Accrual Account from: Posting Class
      - vii. Inventory/Accrual Account: 130000 - Merchandise Inventory
      - viii. Sales Account: 431000 - Sales - Laptops
      - ix. COGS/Expense Account: 530000 - Cost of Goods Sold
      - x. PO Accrual Account: 213000 - Accrued Purchases - Inventory

7. Units of Measures
   a. Add a new Unit of Measure called PCS

8. 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

9. 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. Availability Calculation Rule: DEFAULT

10. Configure Inventory Identifier Keys
    a. Increase the Segment Length to 30 characters, make sure it allows for alphanumeric identifiers

11. Segmented Keys
    a. Maximize length of INVENTORY key (30 characters)

12. Sales 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

13. Sales 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

14. Sales Order Preferences
    a. Default Sales Order Type -> SO
    b. Hold Shipments on Entry: Cleared
    c. Use Shipment Date for Invoice Date

15. Warehouses
    a. Must exactly mirror Shopify's Warehouses, matching Shopify -> Name with Acumatica -> Id
    b. Must set default Locations in Acuamtica

Section 2 - Payment & Taxes Setup

16. Create GL Merchant Account for Payment e.g.:
    a. Account: 102050
    b. Account Class: CASHASSET
    c. Type: Asset
    d. Description: Merchant Account

17. 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

18. Create Payment Method e.g.:
    a. Payment Method Id: ONLINE
    b. Description: Online Payments
    c. Use in AR: Yes
    d. Cash Account: 102050

19. Create a new Tax under Taxes e.g.:
    a. ID: MANUAL
    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

20. Create a new Tax Category
    a. ID: MANUAL
    b. Description: Manual Entry
    c. Add a Tax child record => select the MANUAL Tax you just created

21. Create a new Tax Zone that contains the Tax Category
    a. ID: MANUAL
    b. Description: Taxes for Shopify Orders
    c. Add a Tax child record => select the ONLINE Tax you just created

Section 3 - Financial Periods

1. Activate (or generate if needed) the Acumatica Financial Periods proper to the time frame within which you anticipate synchronizing Shopify Orders.

Appendix - Readiness Checklist

1. Configured the Chart of Accounts

2. Enabled the Distribution Module
    a. Enable Standard Distribution => Inventory
    b. Enable Advanced Distribution => Multiple Warehouses
    c. Enable Advanced Distribution => Multiple Locations (optional)

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
    d. 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