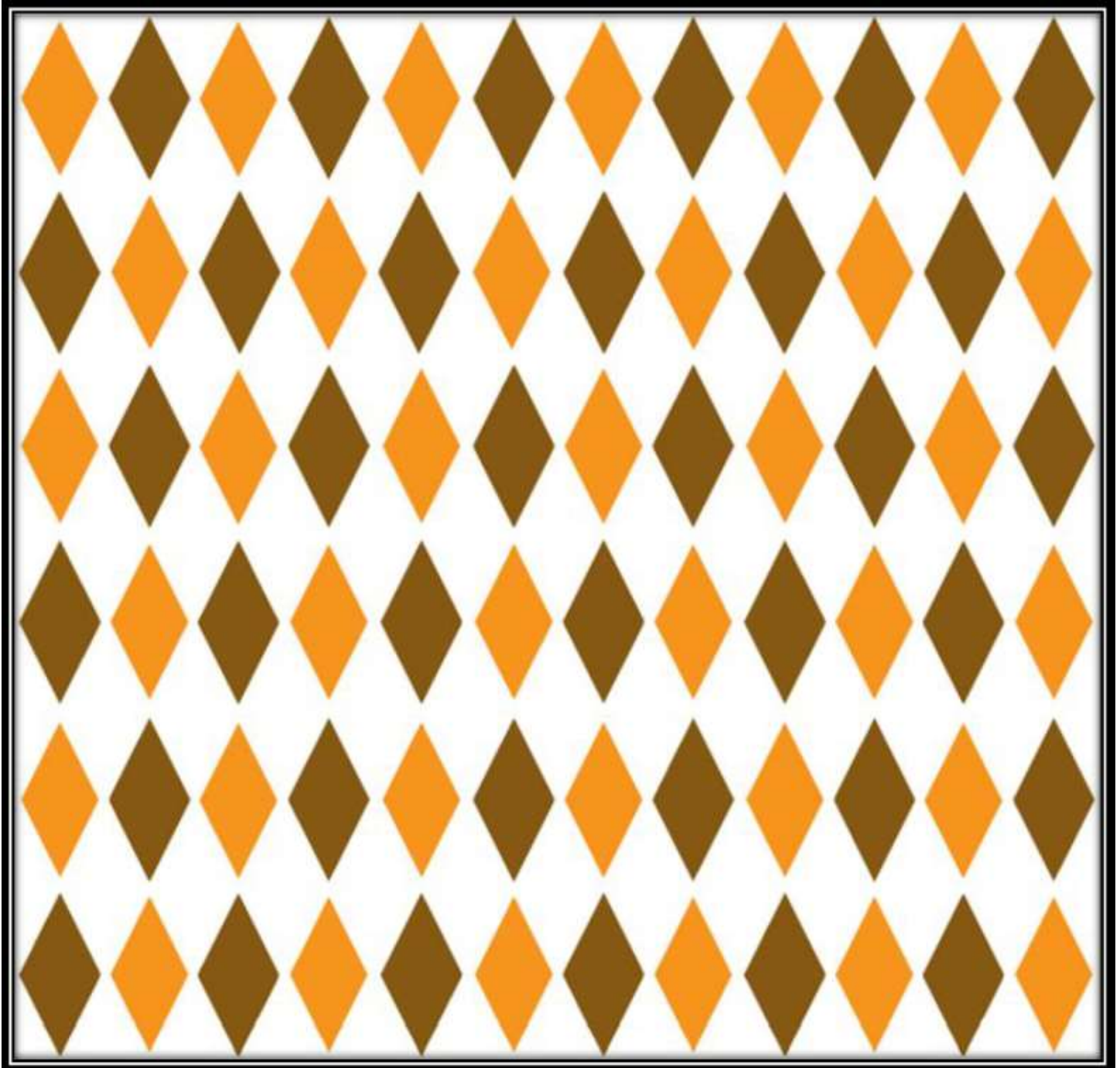


OpenERP **CREDIT CARD PAYMENTS** MODULE ♦

Manual for Version 1.7

The **account_payment_cc** module is an addon module for OpenERP 7.0, the well-known integrated enterprise resource planning (ERP) software that is developed by OpenERP s.a.



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Online version of this document is at https://launchpad.net/openerp-shared/7.0/stable/+download/account_payment_cc_README.pdf

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1. License

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2. Introduction

This module provides a way to record Credit Card purchases and to pay them in the same way regular purchases are recorded (via Supplier Invoices) and paid (via Supplier Payments).

By default, if Supplier Invoices are used to record Credit Card purchases, the liability (AP) from the Supplier/Vendor must be moved to the Credit Card Company via a Manual Journal Entry. Because a Journal Entry contains less information than a Supplier Invoice, there may be a loss of information that affects book keeping accuracy and the ability to properly reconcile the AP amount when the Credit Card statement arrives and needs to be settled. This method also requires an additional step not needed when a Supplier Invoice is paid via bank or cash.

By default, if Manual Journal Entries are used to record Credit Card purchases, there may be a loss of information that affects book keeping accuracy and the ability to properly reconcile the AP amount when the Credit Card statement arrives and needs to be settled. This method also requires a different workflow – one that is not used when a bank or cash payment is made.

This module automates the creation of the Manual Journal Entry required to move the AP to the Credit Card Company, retains all information about the purchase in an Invoice document, and leverages the standard purchase and payment workflow already in place for bank and cash payments.

It supports as many Credit Cards as are needed, configured in the same way an additional payment method would be (i.e. via the creation of a new Journal).

To settle a Credit Card statement, the regular workflow to record a Supplier Payment is used – allowing the removal of charges not included in the statement. Non purchase transactions like fees for annual membership, balance transfers, cash advances and foreign transactions; as well as charges for late payments and returned checks; can be entered either as Supplier Invoices or Manual Journal Entries as users elect. Both of these methods will allow these items to be settled when making a payment to the Credit Card Company.

This module also supports payment cancellation and re-entry (in the case a mistaken amount is entered) as well as refunds (where the purchase is returned and a credit from the Credit Card Company will be issued).

3. User Experience Changes

This module streamlines the user experience. It is not necessary to record Credit Card purchases manually, or to record the movement of the liability (AP) via a manual Journal Entry.

The standard workflows are unchanged.

4. User Interface Changes

Journal Configuration

Two new options are available on the form view of a Journal. A Journal can be set to 'Transfer AP to Credit Card Company' and you can specify this company via the 'Credit Card Company' field.

Journal Name

Credit Card Purchase Journal

Code	CC	Default Debit Account	2000-01 Credit Card AP ▼ ↗
Type	Bank and Checks ▼	Default Credit Account	2000-01 Credit Card AP ▼ ↗
Analytic Journal	▼		

Advanced Settings | Entry Controls | Cash Registers

User	Administrator ▼ ↗	Centralized Counterpart	<input type="checkbox"/>
Entry Sequence	▼	Skip 'Draft' State for Manual Entries	<input type="checkbox"/>
		Transfer AP to Credit Card Company	<input type="checkbox"/>
		Credit Card Company	▼
		Check Date in Period	<input type="checkbox"/>
		Group Invoice Lines	<input type="checkbox"/>

5. Version Information

This version was written and tested for OpenERP 7.0 and works equally well on Windows and Linux distributions – as it has no platform specific code.

This version was released on April 15th, 2013.

6. Hosted Location

The source code is available at:

http://bazaar.launchpad.net/~rcarnes/openerp-shared/7.0/files/head:/account_payment_cc

and

https://launchpad.net/openerp-shared/7.0/stable/+download/account_payment_cc.zip

7. OpenERP Server Installation

This module installs as a standard OpenERP module.

The module needs to physically reside on your OpenERP server. This means the files need to be copied to a drive that the server uses to store OpenERP modules (also called addons).

There are several methods to copy the source for this module to your OpenERP server. The entire openerp-shared collection can be branched or checked out, or you can download the ZIP file for just this module:

https://launchpad.net/openerp-shared/7.0/stable/+download/account_payment_cc.zip

This task may need to be performed by your System Administrator. Be sure to check that the permissions on the module folder and the files within it are set so that the server can read everything properly.

For more information on installing modules or using Launchpad to checkout or branch a collection of modules, refer to the following links:

<http://help.openerp.com>

<https://help.launchpad.net/>

8. OpenERP UI Installation

Once your OpenERP server has the module and can access it, you need to install it via the User Interface. The following instructions assume the use of the Web Client.

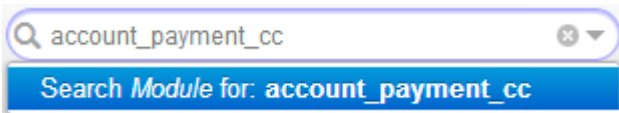
A: Get OpenERP to recognize the new module, by navigating the menu sequence *Settings* → *Modules* → *Update Module List*.

B: Navigate the menu sequence *Settings* → *Modules* → *Installed Modules*.

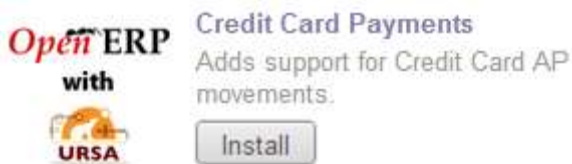
C: Clear the search filter by clicking the X next to the word Installed.



D: Enter and search for the term *account_payment_cc* in the search box to locate the module.



E: Locate the module and click the *Install* button.



9. Configuration

The module assumes that the account used as the default debit and credit account for the Journal is configured as *Internal Type: Liquidity* and *Account Type: Current Liability*. Since this is an AP account, *Allow Reconciliation* should be checked.

Account Code and Name

2000-01

- Credit Card AP

Parent

2000 Payable ▼ ↗

Debit

0.00

Internal Type

Liquidity ▼

Credit

0.00

Account Type

Current Liability ▼ ↗

Balance

0.00

Active



Default Taxes

▼

Allow Reconciliation



Internal Notes

10. Example Workflow

A. Record a Credit Card Purchase for \$100 as a Supplier Invoice:

Invoice EXJ/2013/0002

Supplier	The Martini Bar	Invoice Date	04/11/2013
Fiscal Position		Due Date	04/11/2013
Source Document		Account	200010 Account Payable
Supplier Invoice Number		Journal	Purchase Journal (USD)
Payment Reference			

Invoice	Other Info	Payments
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Product	Description	Account	Quantity	Unit Price	Taxes	Amount
	Bar Tab	643000 Meals and Entertainment	1.000	100.00		100.00

Tax Description	Tax Account	Base	Amount
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Subtotal :	\$ 100.00
Tax :	\$ 0.00
Total :	\$ 100.00
Balance :	\$ 100.00

The Journal Items created for this Invoice:

Journal	Effective date	Name	Reference	Partner	Account	Tax	Journal Entry	Debit	Credit	Reconcile Ref
Purchase Journal (USD)	04/11/2013	/	EXJ20130002	The Martini Bar	200010 Account Payable		EXJ/2013/0002	0.00	100.00	
Purchase Journal (USD)	04/11/2013	Bar Tab	EXJ20130002	The Martini Bar	643000 Meals and Entertainment		EXJ/2013/0002	100.00	0.00	

10. Example Workflow (CONTINUED)**B. Pay the Invoice, using the Credit Card Purchase Journal:**

Pay Invoice

Supplier

The Martini Bar

Date

04/11/2013

Paid Amount

100.00

Period

04/2013

Payment Method

Credit Card Purchase Journal (USD)

Payment Ref

e.g. 003/10

Memo

e.g. Invoice SAJ/0042

Pay

or Cancel

The Journal Items created for this Payment:

Journal	Effective date	Name	Reference	Partner	Account	Tax	Journal Entry	Debit	Credit	Reconcile Ref
Credit Card Purchase Journal (USD)	04/11/2013	/	CC20130002	Plastic Cards	2000-01 Credit Card AP		CC/2013/0002	100.00	0.00	
Credit Card Purchase Journal (USD)	04/11/2013	EXJ/2013/0002	CC20130002	Plastic Cards	200010 Account Payable		CC/2013/0002	0.00	100.00	
Credit Card Purchase Journal (USD)	04/11/2013	EXJ/2013/0002	CC20130002	The Martini Bar	200010 Account Payable		CC/2013/0002	100.00	0.00	A3
Credit Card Purchase Journal (USD)	04/11/2013	/	CC20130002	The Martini Bar	2000-01 Credit Card AP		CC/2013/0002	0.00	100.00	

The AP from the original Invoice is reconciled:

Journal	Effective date	Name	Reference	Partner	Account	Tax	Journal Entry	Debit	Credit	Reconcile Ref
Purchase Journal (USD)	04/11/2013	/	EXJ20130002	The Martini Bar	200010 Account Payable		EXJ/2013/0002	0.00	100.00	A3
Purchase Journal (USD)	04/11/2013	Bar Tab	EXJ20130002	The Martini Bar	643000 Meals and Entertainment		EXJ/2013/0002	100.00	0.00	

10. Example Workflow (CONTINUED)

C. Record a Supplier Invoice for the Credit Card Company:

Supplier	Plastic Cards	Date	04/11/2013
Total	100.00	Payment Ref	
Payment Method	Bank (USD)	Memo	

Payment Information

Journal Items

Debits

Journal Item	Date	Due Date	Original Amount	Open Balance	Full Reconcile	Amount
CC/2013/0002 (CC20130002)	04/11/2013		100.00	100.00	<input checked="" type="checkbox"/>	100.00
						100.00

Internal Notes

Payment Options

Difference Amount	0.00
Payment Difference	Keep Open

The Journal Items created for this Payment:

Journal	Effective date	Name	Reference	Partner	Account	Tax	Journal Entry	Debit	Credit	Reconcile Ref
Bank (USD)	04/11/2013	CC/2013/0002	BNK220130001	Plastic Cards	200010 Account Payable		BNK2/2013/0001	100.00	0.00	A4
Bank (USD)	04/11/2013	/	BNK220130001	Plastic Cards	100002 Bank		BNK2/2013/0001	0.00	100.00	

The AP from the Credit Card Company is reconciled:

Journal	Effective date	Name	Reference	Partner	Account	Tax	Journal Entry	Debit	Credit	Reconcile Ref
Credit Card Purchase Journal (USD)	04/11/2013	/	CC20130002	Plastic Cards	2000-01 Credit Card AP		CC/2013/0002	100.00	0.00	
Credit Card Purchase Journal (USD)	04/11/2013	EXJ/2013/0002	CC20130002	Plastic Cards	200010 Account Payable		CC/2013/0002	0.00	100.00	A4

11. Support and Feedback

If you have a current support contract with Ursa, contact us using one of the standard methods available:

<http://www.ursainfosystems.com/helpdesk.html>

If you do not have a current Support contract with Ursa, please use Launchpad to send messages to the development team:

<https://answers.launchpad.net/openerp-shared/+addquestion>

Remember to indicate which module your question relates to.

Limited support resources are available to users who do not have a current support contract with Ursa Information Systems. While we read every question submitted, we may not be able to personally respond or to support you.

12. Reporting Bugs

If you have a current support contract with Ursa, contact us using one of the standard methods available:

<http://www.ursainfosystems.com/helpdesk.html>

If you do not have a current Support contract with Ursa, please use Launchpad to send bug reports to the development team.

<https://bugs.launchpad.net/openerp-shared/+filebug>

Remember to indicate which module your question relates to.

Limited development resources are available to address bugs from users who do not have a current support contract with Ursa Information Systems. While we read every bug report submitted, we may not be able to personally respond to or address your bug report.

13. About Ursa Information Systems

Ursa Information Systems is an OpenERP Gold Partner in the United States.

We use our extensive experience to bring you high-level consulting services and a personalized implementation of OpenERP to optimize and automate your current operations.

Using the science of Operations Research, we bring a structured approach to help you model and implement new business processes, allowing for continued growth and success.

Using OpenERP, we implement an intuitive and powerful system that helps automate information sharing between business units, reducing redundancy and increasing efficiency. We have created a tradition of successful implementations of OpenERP and would value the opportunity to help make you more successful.

Find us on the web at <http://www.ursainfosystems.com>