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**tryton**<sub>a</sub>*ccount*Documentation

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The account module defines fundamentals for most of accounting needs.



## FISCAL YEAR

A fiscal year aggregates a set of periods that are included between two dates. A Fiscal year can be *Open*, *Closed* or *Locked*. Closing a fiscal year will close all the corresponding periods. A *Locked* fiscal can not be re-open.

- Name: The name of the fiscal year.
- Code: The code, useful for fast data entry and searching.
- Starting and Ending Date: The dates in which the periods should be included.
- Company: The company for which the fiscal year is defined.
- State: Can be *Open*, *Closed* or *Locked*.
- Periods: The list of periods.
- Post Move Sequence: The sequence to use for numbering moves in this fiscal year.

The *Balance Non-Deferral* wizard allow to create a move that will debit/credit each non-deferral account in such way to have a balance equals to zero for the fiscal year and debit/credit a counter part account.



## PERIOD

A period is mainly defined by a Starting and an Ending date, a Fiscal Year, a Type and a State (*Open, Closed* or *Locked*).

The type can be *Standard* or *Adjustement*: Periods of type *Standard* on the same fiscal year can not overlap. Period of type *Adjustement* can overlap other periods and are typically used for all the accounting moves that must be created when closing a fiscal year. By default, the system uses only *Standard* period when creating moves.

Each account move must be linked to a period and a move must be created on an open period.



## ACCOUNT TYPE

The Account Type Model defines the structure of the accounting reports:

- **Income Statement:** A checkbox that tells if accounts of this type must appear at the top level of the Income Statement report.
- **Balance Sheet:** A checkbox that tells if accounts of this type must appear at the top level of the Balance Sheet report.
- **Display Balance:** A selection that allow to choose how the balance should be computed (Debit - Credit or Credit - Debit)



## ACCOUNT

An Account is defined by these fields:

- Name
- Code
- Company
- Parent Account
- Currency
- kind: can take one of these values:
  - Payable or Receivable: if the account is used respectively on credit and debit moves of parties.
  - Expense or Revenue: if the account is used respectively on expense and revenue moves of parties.
  - View: means that the account is used to group other accounts in the account chart.
  - Other: For other accounts.
- Type: The Account Type of the account.
- Start and End Date: The period for which the account can be used.
- Replaced By: the account to use after end date.
- Deferral: A checkbox. If set to true, credit and debit are carried over from fiscal year to fiscal year.
- Second currency: Force all moves for the account to have this secondary currency.
- Reconcile: Allow move lines of this account to be reconciled.
- Party Required: Make party required for move lines of this account.
- Taxes: This list of tax auto-complete move with new moves lines corresponding to those taxes if the user create a line linked to the current account and if the journal type is *Expense* or *Revenue*.
- Note



## JOURNAL

A Journal contains the following fields:

- Name
- Code
- Active: A checkbox that allow to disable the tax.
- Type: By default take one of the following values: *General, Revenue, Expense, Cash, Situation*.



## RECONCILE WRITE OFF

A reconcile write off is used to set the writeoff options when reconciling unbalanced moves. It has the following fields:

- Name
- Company
- Journal: Will be used for creating the write off move
- Credit Account and Debit Account: The accounts used for the write off move depending on the amount sign.
- Active: A checkbox that allow to disable the writeoff.



**MOVE**

A Move groups a list of Move Lines. It contains the following fields:

- Name
- Reference
- Period
- Journal
- Effective Date: The date the move was created.
- Post Date: The date the move was posted.
- State: Can be *Draft* or *Posted*. A move should be balanced before being posted. Once posted the move gets a Reference number, the lines are posted and they can not be edited anymore.
- Lines: The move lines.



## MOVES LINE:

A Move Line is an amount of money that is credited to or debited from an account. The fields are:

- Name
- Reference
- Debit and Credit: Define the debited or credited amount. Only one field can be filled.
- Account: The account.
- Move: The move that links all the corresponding lines.
- State: Can take one of the following value:
  - *Draft*: The line is part of a non-balanced move.
  - *Valid*: The line is part of a balanced move.
  - *Posted*: The line is part of a posted move.
- Second Currency and Amount Second Currency: allow to keep track of the original amount if the underlying transaction was made in an other currency.
- Maturity Date: used for payable and receivable lines. The Maturity Date is the limit date for the payment.
- Reconciliation: Hold a reconciliation number if applicable.
- Journal, Period, Date: The values on these fields comes from the corresponding move.
- Tax Lines. Gives the distribution of the amount line on the account chart

The Move Line is displayed using the account's name eventually surrounded by parenthesis when it is a credit line.

The *Reconcile Lines* wizard allow to link move lines of the same account for whose the credit sum is equal to the debit sum. If the selected lines are not balanced, the wizard offer to create a write-off line with the difference to make the reconciliation.

The *Unreconcile Lines* wizard allow to do the inverse operation (but doesn't reverse other operations that could have triggered by the reconciliation).

The *Reconcile Accounts* wizard allow to process one by one each party and account for reconciliation. The wizard tries to propose the best reconciliation possible. The configuration *reconciliation\_chunk* in *account* section allow to define the length of lines that is allowed to search for proposal. The default is 10.



## TAX CODE

The tax codes defines a tree structure and are used to create the tax reports. They are used to collect the tax amounts and the base amounts of the invoices. The Tax Code model contains the following fields:

- Name
- Code
- Active: A checkbox that allow to disable the tax code.
- Company: The company for which the tax code is defined.
- Parent, Children: Parent and children tax codes.
- Start and End date: The period for which the tax code is reported.
- Amount: The sum of lines for the selected periods:
  - Operator: + or -
  - Tax
  - Amount: *Tax* or *Base*
  - Type: *Invoice* or *Credit*



## TAX

The tax model defines taxes, how the tax amount are computed and which tax code to use when creating invoices. The Tax model is defined by the following fields:

- Name
- Description
- Group
- Active: A checkbox that allow to disable the tax code.
- Sequence
- Type: May be *Percentage*, *Fixed*, or *None* for empty tax.
- Amount: If Type is *Fixed*, defines a fix amount for the tax.
- Percentage: If Type is *Percentage*, defines the percentage of the tax.
- Update Unit Price: If checked then the unit price for further tax calculation will be increased by the amount of this tax.
- Parent, Children: Parent and children taxes
- Company: The company for which the tax is defined.
- Invoice Account: The account to use when creating move lines for invoicing with this tax, for credit on revenue or for debit on expense.
- Credit Note Account: The account to use when creating move lines for credit notes with this tax, for debit on revenue or for credit on expense

If a code field is left empty, the corresponding amounts will be ignored by the tax reports.



## TAX RULE

The tax rule defines a set of rules that will be applied when computing taxes. It's composed by a name, it's kind and a list of lines. If a tax matches a tax rule line, it will be replaced by the *Substitution Tax*. The *Original Tax* will be included only if the *Keep Origin* check is checked.



## TEMPLATES

The Template models (Account Template, Account Type Template, Tax Template, Tax Code Template, etc) are the equivalent of their counterparts except that they are not linked to a company. Two wizard (*Create Chart of Account from Template* and *Update Chart of Account from Template*) allow to create and update the accounts from the account templates (and consequently all other models associated to templates).



## MOVE TEMPLATE

A move template allows to configure predefined moves. A Move Template is defined by the following fields:

- Name
- Company
- Keywords: The list of keywords used in the template.
- Journal
- Date: The date of the move. It must be leaved empty for today.
- Description: The description of the move. The keyword values can be substituted using the name surrounded by braces ('{' and '}').
- Lines: The list of template lines.
- Active

A wizard to create moved base on templates is available in the *Entries* menu. The templates are also available as actions when opening a journal.



## MOVE TEMPLATE KEYWORDS

The keywords define the values asked to user to create the move based on the template. The fields are:

- Name
- String: The label used in the wizard form.
- Sequence: The sequence used to order the fields in the wizard form.
- Type:
  - *Char*
  - *Numeric*
  - *Date*
  - *Party*
- Required
- Digits: Only for numeric keyword.



## MOVE LINE TEMPLATE

- Operation: *Debit* or *Credit*
- Amount: An expression that can use any keywords to compute the amount.
- Account
- Party: Only for account that requires a party.
- Description
- Taxes: The list of template tax lines



## TAX LINE TEMPLATE

- Amount: An expression that can use any keywords to compute the amount.
- Code: The tax code to use.
- Tax